



## Job Description

**Post Title:** Careers Advisor  
**Responsible to:** Strategic Careers Lead

### **Main purpose**

To provide high-quality, impartial careers education, information, advice and guidance (CEIAG) to learners.

To support the coordination of meaningful workplace experience opportunities to help learners develop employability skills.

The Careers Advisor will support learners to make informed decisions about their next steps by delivering personal guidance, facilitating careers activities, and supporting applications, progression and employability skills.

The role focuses on operational delivery of the careers programme.

### **Job purpose**

- Deliver 1:1 careers guidance to learners, supporting progression into education, employment or training.
- Facilitate and coordinate work experience opportunities in collaboration with curriculum staff and employers.
- Support learners with applications, including CVs, personal statements, and interview preparation.
- Contribute to the delivery of the college's careers programme and Gatsby Benchmarks.
- Organise and support careers events, trips, and employer encounters.
- Deliver careers workshops, lessons and group sessions.

### **Duties and Responsibilities**

#### **Personal Career Guidance**

- Conduct learner-focused, impartial 1:1 careers guidance interviews with learners.
- Support learners to make informed, realistic and aspirational decisions based on their strengths, interests and labour market opportunities.
- Challenge and broaden learners' career aspirations where appropriate.
- Provide tailored support to learners to reflect their individual needs.
- Maintain accurate electronic records of guidance interviews, including agreed actions and progression plans.

## **Experiences of the Workplace & Employer Engagement**

- Support the development of meaningful employer encounters, including work experience and workplace learning opportunities.
- Coordinate and monitor appropriate work experience placements.
- Ensure learners are prepared for placements through employability and workplace-readiness support.
- Support the Strategic Careers Lead in coordinating events and activities.

## **Careers Education & Delivery**

- Support the delivery of the careers programme in line with the Gatsby Benchmarks.
- Contribute to careers activities such as assemblies, drop-down days and enrichment sessions.
- Support learners in developing employability skills including communication, teamwork and resilience.

## **Applications & Progression Support**

- Support learners with:
  - CV writing
  - Personal statements
  - Job, apprenticeship and course applications
  - Interview preparation and techniques
- Support learners at key transition points, ensuring they understand deadlines and processes.

## **Careers Information & Labour Market Awareness**

- Use up-to-date careers and labour market information to inform guidance.
- Support learners in accessing and using careers information (including online platforms and resources).
- Promote awareness of a wide range of progression routes, including apprenticeships, further education and employment.

## **Recording, Monitoring & Administration**

- Maintain accurate and up-to-date records of all careers interactions.
- Track learner engagement and progression outcomes.
- Support data collection for Gatsby Benchmark tracking and reporting.
- Contribute to monitoring and evaluation of careers activities.

The above list of job duties is not exclusive or exhaustive and the postholder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

<b>Personal Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	GCSE Maths & English grade C/4 (or equivalent)  Working towards Level 6 Careers Guidance & Development	Level 6 or 7 Careers Guidance & Development
<b>Experience</b>	Experience delivering careers guidance with young people.  A working understanding of the full range of career opportunities for young people.	Experience of delivering careers guidance in a school or further education setting.  Experience of working with young people with SEND.
<b>Knowledge</b>	Knowledge of the relevant legislation on careers in schools/colleges, including the Gatsby Benchmarks.  Knowledge of the local and national labour market.	Awareness and understanding of SEND.  Awareness of progression pathways for young people with SEND.
<b>Skills</b>	Computer literate with experience of Microsoft Office applications or similar.  Organisational and administrative skills.  High standards of communication (verbal and written).  Strong communication skills with the ability to work collaboratively with staff, parents, and employers.  Time management and planning.	
<b>Attributes</b>	Ability to communicate complex information in an accessible and learner-friendly way.  Ability to support learners to develop confidence, independence and self-advocacy skills.  Commitment to broadening opportunities for young people with SEND.  Ability to recognise and respond to individual support needs appropriately.	

Signed Principal

Dated

Signed Postholder

Dated