

## **JOB DESCRIPTION**

### **Careers Advisor**

FULL TIME (37 HOURS PER WEEK), PART TIME CONSIDERED  
TERM TIME PLUS TWO ADDITIONAL WEEKS

**Job Title:** Careers Advisor

**Reporting To:** All-Age Careers Lead

**Reporting Lines:**

**Salary / Grade:** Dependent upon experience and qualifications

**Role Purpose:**

- To support the implementation of the Academy's careers plan to ensure that the Gatsby Benchmarks are met by 2020;
- To work with pupils and students throughout the All Age Academy to provide them with impartial careers information, opportunities for learning and advice and guidance to enable them to develop and implement career management skills;
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling the Trust's values in all aspects of the role.

**Responsibilities:**

- To deliver impartial careers information, advice and guidance to young people to professional standards on a range of learning opportunities within the 2-19 Academy learning pathway to aid their progression into further learning and/or work, including Higher Education;
- To track the ongoing destinations of Year 11 and Year 13 leavers;
- To support the effective planning, implementation, delivery and quality assurance of the careers programme for the Academy to ensure it continuously improves and delivers the impacts needed for young people in line with best practice;
- To ensure that, in line with quality assurance, effective record keeping is maintained to a high standard;
- To liaise with external partners, including employers, learning providers and career guidance services to ensure effective implementation of the careers plan;
- To enable young people to develop and implement career management skills through providing access to a range of methods including individual guidance (face to face), group work and on line support;
- To assist with enabling young people to complete career actions plans to agreed quality standards;
- To fully participate in ongoing training and development activities and be responsible for keeping up to date with learning opportunities;
- To refer young people to work and training opportunities as appropriate;
- To provide information and advice to the parents/carers of young people so that they can assist them with their career planning.

### **Personal Qualities and Attributes:**

This position requires the following personal qualities and attributes:

- To contribute towards the Academy's and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Demonstrate honesty and integrity;
- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours;
- Experience of working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups is desirable.

### **Qualification Criteria:**

- A strong academic track record to degree level and above.
- Completion of the Qualification in Careers Guidance is desirable.

### **Other Duties:**

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that **all** duties and services provided are in accordance with **all** Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Principal/Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and Turner Schools and encourage students to follow this example.



All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**Acceptance:**

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....