



JOB DESCRIPTION

Careers Adviser

Reports to: Careers Lead

Salary: Band G

Contract: 33.5 hours a week, 39 weeks a year

Main Purpose of the Post

- To lead and manage all aspects of Careers Education, Information, Advice and Guidance
- To develop strategic alliances with external organisations that will advance the employability of our Students

Key responsibilities

- Ensuring that all students have access to high-quality careers education and guidance, including independent, impartial advice about their future careers in accordance with national expectations and Oldershaw's Careers Guidance Policy
- Forward planning and leading HE/Careers visits and events, including transport/access arrangements, catering requests, sending invitations etc.
- Communicating effectively and establishing productive relationships with students, staff, visitors, and external organisations including universities, employers, and sponsors, to maintain Oldershaw's broad offer of progression opportunities
- Develop the work experience programme
- Undertaking research, attending conferences and training events to keep abreast of current trends in careers education and local labour market information
- To support, enhance and deliver on the BEST + employability programme
- Managing platforms used in the management of careers education at Oldershaw
- Maintaining, analysing, and evaluating data/information about careers and student destinations and producing reports/information/data for Trustees reports and other stakeholders
- Be aware of and support differences and ensure equal opportunities for all
- The implementation of a clear strategy for careers guidance underpinned by the Gatsby Benchmarks and CDI framework
- Liaising and working with careers guidance professionals, employers, local colleges to ensure that students are well supported in making decisions about their career pathways
- The organisation of assemblies and visiting speakers to ensure a full understanding of post-16 routes available
- Liaise with and support your line manager to ensure that careers education across the school is fit for purpose
- Organising and conducting impartial, personal career guidance interviews with students which challenge and support them to make informed, realistic, and adaptable career decisions
- To generate and maintain student records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan and applications
- Use expert knowledge of labour market information to enable students to identify, access, interpret and utilise valid and current information that is relevant to them
- Maintain the careers sections of the school website, and the careers library

- Organise relevant and high-quality activities including, but not limited to, activities for National Careers Week, Apprenticeship week and drop-down days
- Assist with the monitoring, evaluation, and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks
- Delivering targeted intervention for students selecting post 16 pathways and refer students to specialist services if required to support specific needs of students e.g. young people with SEND
- Planning, organising and running trips in line with the careers' strategy
- Monitor and track destinations of Year 11 leavers
- Involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required
- Co-ordinate meaningful and aspirational employer engagements
- Attend GCSE results days
- Establish and develop existing links with external agencies and providers of wellbeing training (e.g., health teams, finance, driver safety, sexual health, money management)

Specific Responsibilities as a member of staff:

- Be punctual for all commitments
- Committed to teamwork within all aspects of the school
- Be pro-active in terms of furthering knowledge and skills
- Ensure that the safety and welfare of all students is given priority at all times
- Pay due regard to Health & Safety in respect of all members of the school and report matters which compromise this to the Buildings Manager
- Always support the ethos of the school and demonstrate high standards of personal and professional conduct
- Ensure that all school's policies are implemented as appropriate
- Attend all meetings as directed
- Be willing to undertake first aid training if required

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility at which they will be required to work. In the interest of effective working some tasks may be reviewed from time to time to reflect the changing needs of the school. Such reviews, and any consequential changes, will be carried out in consultation with the post holder.

Signed (Post Holder)

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Signed (Line Manager)

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Date

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