

JOB DESCRIPTION: Careers Adviser

Purpose	To provide Careers Advice, Information and Guidance to students.
Responsible to	The Careers Leader
Disclosure level	Enhanced
Salary/Grade	NJC New Scale 18-21, pro rata
Working Time	20.4 hours per week (3 days, 8.30-3.30 or by agreement), term-time only plus results days during the school holidays.

Main Duties:

- To conduct client-focused, impartial, personal career guidance interviews with students, which challenge and support them to make informed career decisions
- To build students' on self-awareness, aspiration, motivation, confidence and approach to learning broaden their horizons and their knowledge of opportunity.
- To use expert knowledge of careers and labour market data and intelligence to enable students to identify, access, interpret and utilise valid and current information that is relevant to them
- To organise Careers Fairs and other relevant activities in conjunction with the Careers Leader
- To provide advice to the Careers Leader on the range of suitable resources and opportunities including education, training and employment providers and relevant others
- To facilitate career-related learning activities in groups with students
- To deliver the Morrisby Assessment to all students in Year 9 and 10 and then meet all Year 10 students for one-to-one careers meetings.
- To accurately record all student meetings
- To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks
- To support all career related activities for students in the PSRP and those with an EHCP and refer them as necessary to specialist services to support them and their families.
- To support and develop the Kvutzah program in conjunction with the Kvutzah Lead
- To communicate with relevant external agencies and networks as required to enhance the Career Guidance Programme.
- To monitor and record destination data in line with the requirements of the Local Authority
- To devise, support, implement and develop Work Experience as agreed with the Careers Leader
- To develop communication with students and families using social media.
- To maintain, develop and update careers resources.
- To attend and assist results days in August and advise students and families as required
- To involve parents and carers, where relevant, in the career guidance programme and support provided to their child and attend parents' evenings as required.
- To abide by the relevant legislation, codes of professional practice and School Policies, with particular regard to measures to safeguard young people.
- To work with and supervise Career Guidance interns as required

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may, in consultation with the postholder, be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

As with all roles at JCoSS, it is essential that school protocols are followed to protect data subjects' personal information.

JCoSS is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure & Barring check.

Person Specification – Careers Adviser

Essential

- QCF Level 6 Diploma in Career Guidance and Development
- Experience of working with young people
- Knowledge of range of qualifications and pathways at KS4 and KS5
- Comply with the CDI Coe of Ethics
- Excellent written and verbal communication skills
- Able to relate well to school staff, students of all abilities and their families and carers.
- Understanding of sources of information for young people in schools
- Good ICT skills
- Good organisational skills
- Willingness to learn new skills.
- Ability to prioritise workload
- Ability to remain calm and to use own initiative
- Ability to manage and deal with confidential data/issues appropriately
- Demonstrate commitment to the schools policies regarding safeguarding of students
- Commitment to the school's ethos, aims and its whole community