

Job description

Careers Advisor



Job Title:

Careers Advisor

Salary:

H7 pro-rata

Actual annual salary £9,185 - £9,850, based on 12 hours per week

Full time salary range
£33,872 - £36,322

Contract:

Permanent, part-time

Around 12 hours per week, to be worked two days a week, working times from 8:45am

Term time only (38 weeks)

The Role:

The core work of this role will be driven by the responsible Assistant Headteacher. The job holder will work alongside a Careers Co-ordinator.

Core Accountabilities

- Provision of careers advice and guidance across Year 9 to 13

Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

- Delivery of two days of careers advice and guidance in line with Gatsby Benchmark 8
- Offer impartial careers advice in the role of Personal Careers Advisor
- Development of personalised careers action plans for students receiving careers advice and guidance.
- Provision of targeted support for students and parents at key intervals / events throughout the year, e.g. Year 9 options information evening, PTCs
- Monitoring and tracking of student engagement with careers advice and guidance services
- Produce a termly summary report of interview activity

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Person Specification:

Criteria	Details	Essential	Desirable
Qualifications and training	GCSE maths and English	✓	
	Level 6 Diploma in Careers Advice and Guidance	✓	
Experience	Evidence of expertise and success in the areas described in the job description	✓	
	Experience of working in a school/college environment or with young people		✓
Skills and knowledge	Demonstrates a sound understanding of the knowledge required to carry out the duties described in the job description	✓	
	Organisational and administrative skills	✓	
	Competent with common IT systems, e.g. Microsoft Outlook, google suite, etc.	✓	
	Have good interpersonal skills and be able to communicate effectively (verbal and written) with a variety of visitors, students, parents, and staff	✓	
	Time management and planning	✓	
	Ability to work as a member of a team to achieve agreed objectives	✓	
	Ability to establish and develop strong customer-focused relationships	✓	
	Ability to handle confidential information sensitively, and knowledge of relevant data protection practices	✓	
	Knowledge of the higher education and careers market	✓	
	Awareness and understanding of special educational needs and disability	✓	
	Knowledge of the relevant legislation on careers in school, including the Gatsby Benchmarks		✓
Personal qualities	Strong interpersonal and networking skills	✓	
	Sensitivity and understanding, to help build good relationships with colleagues and pupils	✓	
	A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school	✓	
	Commitment to safeguarding pupil wellbeing and equality	✓	
	Resilient, positive, forward-looking and enthusiastic about making a difference to children and young people	✓	
	Ability to embrace change, innovate and inspire our students	✓	



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