

# JOB DESCRIPTION

**Job Title:** Careers Advisor & Work-Related Learning Lead  
**Grade:** 9

## Purpose and Impact

We are seeking to appoint an enthusiastic, committed individual to lead our Careers programme. The role will involve offering impartial careers advice to students across the school, organising careers related events such as outside speakers and our annual careers fair, and overseeing Work related learning week for students in Year 10, plus supporting parents through parents evening appointments and meetings.

The successful candidate will promote the LIFE ethos of the school, enabling students to show leadership, integrity, fellowship and exploration through their career's pathways.

## Key impact:

1. The Careers Advisor & Work-Related Learning Lead will have the lead responsibility for the delivery, provision, and co-ordination of all aspects of careers' advice and guidance in Year 7-11 and the Sixth Form. This includes providing individual independent advice and interviews for all pupils and contributing to the curriculum and programmes which will increase the employability and opportunities of students and hence support the reduction of students not in employment, education or training (NEETS).
2. The Careers Advisor & Work-Related Learning Lead will be responsible for planning, organising, and delivering the annual Work-Related Learning Week for students in Year 10. This is a diverse and dynamic event which will comprise of coordinating work experience placements and organising a series of workshops, visits, guest speakers and conference-style activities aimed at raising the aspirations of students.
3. The Careers Advisor & Work-Related Learning Lead will be responsible for tracking destinations data, meeting records and measurements against the Gatsby Benchmarks.

## Key Responsibilities and Duties

- Provide individual independent advice and interviews for all pupils
- Support the delivery of careers education and guidance to students from Year 7 onwards as directed by the Assistant Headteacher (Personal Development).
- Support students in planning their next steps at key transition points.
- Track the destinations of Year 11 and Year 13 leavers and report this information to the Local Authority.
- Contribute to the planning, delivery, and quality assurance of the school's careers programme.
- Work with external partners, including employers, training providers, and careers services, to ensure the careers programme is delivered effectively.
- Refer students to suitable work, training, and apprenticeship opportunities.
- Offer information and advice to parents and carers to help them support their child's career planning, including attending Parents' Evenings for Years 9-13, Parent Forums and Open evenings.
- Manage and update the careers section of the school website.
- Liaise with form tutors, Heads of Year, and SENCOs to identify students who require additional guidance.
- Collaborate with the Personal Development Lead to develop careers-related activities across the school.
- Assist in planning and organising careers events, including the annual careers fair.
- Lead the work experience programme for Year 10 and support Year 12 placements, ensuring all students have safe, high quality opportunities and that parents receive the necessary information.
- Meet regularly with the CEC to complete the Compass review of the Gatsby Benchmarks and work with the Personal Development Lead to address any areas for improvement.
- Arrange activities that provide meaningful encounters with employers.

- Build and maintain links with FE colleges, apprenticeship providers, universities, and employers.
- Organise visits to universities and colleges.
- Arrange for employers, universities, colleges, and apprenticeship providers to speak to and inspire students.
- Coordinate visits from external careers, apprenticeship, and FE providers to the school.
- Work with the Head of Year 11 to identify students at risk of becoming NEET and support them in securing post 16 pathways.
- Connect the school with local businesses and professionals to enrich students' education and raise career aspirations.
- Ensure strategies are in place to meet all legal requirements and statutory guidance.
- To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the Assistant Headteacher.
- To operate in accordance with school's policies and procedures, ensuring compliance with the Safeguarding Policy and Child Protection procedures, Health and Safety policy and the Health and Safety at Work Act. To uphold and contribute to the school's values and ethos.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

### **Supervision and management**

The postholder will report to the Assistant Headteacher and work closely with Heads of Year. The postholder will often be required to work without direct supervision. Supervision will be present where necessary.

### **Resources**

General Office equipment (e.g., computer, photocopier, Fax Machine, telephone and post/franking machinery.

### **Working Environment**

The postholder will have an allocated office space.

### **Contacts and Relationships**

Senior Leadership Team, students, parents and external stakeholders.

### **Equality and Diversity**

SAST recognises the benefit of having a diverse workforce and is committed to building a workforce which reflects diversity from the communities it serves. SAST values the contributions from all staff from a wide range of different backgrounds and actively seeks to promote an environment that is free from discrimination and harassment and at the same time supports fair promotion and cultural acceptance. Under the provision of the Equality Act 2010 SAST welcomes applications from everyone and operates a recruitment process which is fair and does not discriminate against or disadvantage anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race or nationality, religion or belief, sex or sexual orientation.

### **Safeguarding Responsibilities for this post**

Safeguarding responsibilities associated with this role may include engagement in regulatory activity, such as administering first aid or supporting an upset child. It may have some contact with young people on a day-to-day basis. SAST is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and the post is subject to safeguarding checks, including an enhanced DBS check and Children's Barred List check. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

# PERSON SPECIFICATION

Applicants will be shortlisted based on demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all the specific areas over the course of the selection process.

## Essential

Essential criteria are the minimum requirement for the above post.

<b>Qualifications/ training/registrations</b>
Required by law, and/or essential to the performance of the role
1. Level 6 Diploma in Careers Advice and Guidance or L4 CEIAG qualified with an aim to become level 6 qualified whilst in post.
<b>Experience</b>
2. Experience working with or training young people
<b>Skills, abilities &amp; knowledge</b>
3. Knowledge of secondary education including post-16 covering training, careers, apprenticeships, FE, HE and University
4. Confident ICT user with good digital literacy
5. Strong organisational and administrative skills
6. An ability to communicate effectively with parents/carers, students and staff
<b>Other</b>
7. Ability to form and maintain appropriate professional relationships and boundaries with children and young people.

## Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

<b>Qualifications/ training/registrations</b>
1. Awareness of the Gatsby Benchmarks
2. GCSE English and Maths (or equivalent).
<b>Experience</b>
3. Experience working in an educational environment
4. Experience of working with employers and outside agencies
<b>Skills, abilities &amp; knowledge</b>
5. Ability to work independently and as part of a team.
6. Willing to drive the school minibus (training will be provided)
<b>Other</b>
7. Willingness to attend local Careers Hub training.