



Faculty/Department Careers	
Job Title:	Careers Advisor Apprentice
Grade:	
Post Purpose:	<ul style="list-style-type: none"> • To support with the delivery of the Trusts information, advice and guidance programme. • To work towards using their knowledge gained through studying the level 6 Diploma in Career Guidance and Advice qualification as part of this post to provide students with information, advice and guidance which will support their development and pathway. • Support form tutors in supporting their tutees with their career and pathway development. • Supporting subject leaders to develop careers within their curriculum. • Support the careers team in collecting and reporting on student destinations and the career development opportunities they have received. • Support the careers team in delivering careers events for students to attend and participate in. For example: an annual careers fair and events linked to National Apprenticeship week.
Accountable to:	Head of Careers
Duties, Responsibilities and Key Tasks:	<ul style="list-style-type: none"> • Over 12 to 18 months through shadowing and supporting the Head of Careers with 1:1 careers advice to deliver 1:1 careers, advice and guidance. • To support the careers team in raising the profile and use of Unifrog with students, tutors, and teachers. • To assist subject teachers with their development of resources, links to employers and external agencies for the delivery of careers in the curriculum. • To work with the Head of Careers to increase the number of employer engagement opportunities students have. • To shadow the facilitation of career workshops and assemblies • To shadow and support the senior leaders in the schools with the running of the proactive/work tree network events. • Over the next 12 to 18 months to support the careers team to develop resources which support the students' knowledge of the skills, qualifications and experiences needed to access their chosen destination. • To shadow the use of paper-based and on-line diagnostic and assessment tools to test students' understanding of their own work-related skills. • To support the careers team in keeping careers practices under review through self-reflection, analysis and evaluation of the success of student pathways and events. • Whilst undertaking the above the post holder must study the level 6 Diploma in Career Guidance and Advice.

<p>Routine Tasks</p>	<ul style="list-style-type: none"> • Through coaching and support, from the Head of Careers, develop the knowledge and understanding on improving the careers provision within the schools. • To support the Head of Careers to deliver the Gatsby Benchmarks through the schools' careers programme. • To shadow the Head of Careers in the completion of the Compass Assessment tool. • Through coaching and shadowing of the Head of Careers develop the use of a student-centred approach to write effective action plans which support students' journeys into further and higher education, employment and training. • To shadow how the careers team use digital technologies and IT to maximise student facing contact and their use of online careers resources, e.g. web-chats, National Careers Service, Fast Tomato, or Skills 2 Succeed Academy, to enhance and enrich students' career knowledge. • Over the next 2 years build connections, liaise and work with employers, colleges, universities to ensure that students have appropriate learning and work pathways to follow after leaving the School. • To develop an understanding through shadowing the careers team on how to support Post 16 students with applications for HE, apprenticeships and employment. • To shadow the careers team in delivering one to one sessions; group work; and drop-in sessions. • To support the careers team in developing and maintaining resources to provide a range of materials that support students' careers knowledge and skills, e.g. CV and interview resources. • Keeping up to date with local and national careers information and developments. • To shadow the careers support provided on exam results days in August and key evening events to promote careers. • Any other reasonable duties requested by the Principal.
<p>General</p>	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager, Head of School, Executive Team or CEO that are in keeping with this post or as may be determined from time to time.



This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The 5 Dimensions Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

Job Description

PERSON SPECIFICATION

Amend appropriately – these are examples

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent) to access the apprenticeship qualification	E	A
Knowledge and experience		
Working with students aged between 11-16, in both 1:1 and groups.	D	A/I
Experience of delivering careers advice and guidance	D	A/I
Delivering careers advice in a school or college environment	D	A
Event planning and delivery. Annual and one-off events.	D	A/I
Demonstrable experience of successfully working to set targets and KPIs.	D	A/I
Using a customer relationship database.	D	I
Working with employers, colleges, universities and the careers hub to ensure that students have appropriate learning and work pathways to follow after leaving school.	D	A/I
Working with consultants/ advisers from the national apprenticeship programme.	D	A/I
Skills		
Ability to work at pace with attention to detail	E	A/I
To understand and be able to use guidance theories within delivery and post-delivery reflection.	E	A/I
Ability to communicate effectively and accurately both orally and in writing.	E	A/I
Vision and initiative.	E	A/I
Problem solving skills.	E	A/I
An understanding of confidentiality.	E	A/I
Student and team oriented.	E	I
Ability to work under pressure.	E	A/I
Highly effective organisational skills.	E	I
Data entry	D	A/I
Ability to use analytical, judgmental, creative and developmental skills; including using paper-based and on-line diagnostic and assessment tools	D	I
Networking skills, particularly with employers, education and training organisations.	D	I
Advanced user of Microsoft Office.	D	I
Knowledge and effective use of on-line careers websites to support students' knowledge and skills.	D	A/I
The ability to write effective action plans which support students' journeys into further and higher education, employment, or training.	D	A/I
Personal attributes		
Demonstrate and adhere to 5 Dimensions core values	E	I



Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application
I = Interview
T = Task/Activity
R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature