

Job Description

Job Title:	Careers Advisor
Department:	School
Salary:	£29,678pa (Pro rata £17,122pa)
Hours of work:	25 hours per week – term time only
Contract Term:	Subject to a 6 month probationary period
Job Purpose:	We are seeking a knowledgeable and empathetic Careers Advisor to join our team. The ideal candidate will have experience working with students with SEMH needs and a passion for guiding them towards fulfilling career paths.

Duties and responsibilities:

Responsibilities:

- Provide one-to-one careers advice and guidance to students, helping them to explore career options and make informed decisions.
- Develop and deliver career education programmes and workshops tailored to the needs of SEMH students.
- Assist students in creating CVs, preparing for interviews, and developing job search skills.
- Liaise with employers, training providers, and further education institutions to create opportunities for work experience, apprenticeships, and further study.
- Monitor and track student progress, providing regular updates to students, parents, and school staff.
- Collaborate with teachers and support staff to integrate career education into the broader curriculum, ideally through our comprehensive ASDAN curriculum.
- Stay up to date with labour market information and trends to provide relevant and current advice.
- Undertake regular reporting, monitoring and evaluation of various careers related activity against the Gatsby Benchmarks, ensuring these are met and identifying areas for improvement or action

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children, young people and vulnerable adults whom they are responsible for or come into contact with.

- To be familiar with policies and procedures of the Trust and uphold them, especially those relating to Safeguarding and Child Protection, Health and Safety, GDPR and Equalities.
- To participate in the Trust's performance management scheme.
- To undertake personal professional development and training as appropriate.
- To assist with organising and running community events as appropriate.
- To participate in the supervision process including the Probationary Review.
- To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.

Supervision received: Senior Leader

Supervision exercised: N/A

Person Specification

METHOD OF ASSESSMENT (MOA)					
A	APPLICATION FORM	I	INTERVIEW	T	TEST
Criteria	Essential	Method of Assessment		Desirable	
EXPERIENCE/ KNOWLEDGE	Experience in careers guidance, with a strong understanding of the needs and challenges faced by young people with SEMH needs	A/I			
	Thorough knowledge of the local and national labour market, educational and training opportunities, and changes in legislation and policy related to careers guidance	A/I			
	Knowledge and understanding of Safeguarding	A/I/T			
SKILLS AND ABILITIES	Excellent communication and interpersonal skills, with the ability to build positive relationships with pupils, staff, and external partners	A/I			
	Ability to plan, organise, and deliver engaging and impactful careers-related activities and events	A/I/T			
	Strong analytical and problem-solving skills, with the ability to interpret data and use it to inform the development of the careers programme	A/I/T			
	Excellent organisational and time-management skills, with the ability to prioritise tasks and work effectively under pressure	A/T			
	Passion for supporting the personal and professional development of young people with SEMH needs	A/I			
QUALIFICATIONS & TRAINING	GCSE maths and English at grade C/4 or above, or equivalent	A			
	Level 6 qualification in Careers Guidance and Development or equivalent/higher qualification	A			
	Willingness to undertake Continued Professional Development	I			
EQUALITIES	Understanding of, and commitment to equality of opportunity and the ability to apply this	I			

FURTHER REQUIREMENT	It is essential that all candidates are deemed suitable to work with children and/or vulnerable people.
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This job description reflects the specific needs of St Paul's School, a specialist SEMH setting with a dedicated focus on pupils with EHCPs. It is designed to attract candidates committed to making a positive difference in the lives of vulnerable pupils through compassionate, adaptive, and effective support.