



Job description for Careers Advisor Grade 8

Hours: Two days per week – working pattern to be agreed.

<p>JOB PURPOSE: To plan and support the delivery of John Mason School’s careers information, advice and guidance programme</p>
<p>MAJOR AREAS OF RESPONSIBILITY:</p> <ul style="list-style-type: none">● Provide information, advice, and guidance to help students make realistic choices about their education and training.● Be able to help a wide range of students of varying ability and work experience.● Be able to advise for specific career paths for students and support them in deciding what their next steps are.● Identify options for suitable careers.● Teach students how to build CVs.● Identify skills gaps and advise students on development strategies.● Advise on where to search for jobs/locate training courses.● Help with the application process and locate relevant training course.
<p>KEY TASKS:</p> <ul style="list-style-type: none">● A maximum of 5 individual appointments per day delivered within school hours. Duration up to an hour with a full individualised action plan (if required)● A maximum of 10 shorter individual appointments delivered within school hours. Duration up to half an hour with a generic action plan (if required)● If appointments are required outside of these hours, this is to be agreed upon with the Careers Advisor● Year specific group workshops to be scheduled in accordance with the delivery agreement and to be agreed in advance● Any other activities required by the school to be agreed with the Advisor in advance. This could include attendance at Parents’ Evening, Option Evening and other school events To deliver careers interviews and guidance with students in KS4.● Delivery days (both planned and delivered), and number of students in each year group seen, to be recorded on a google doc in an area agreed with Line Manager● Details of all students seen, including potential destinations of Year 11 students, to be recorded by the end of each the working day.● Preparation for the interviews, including writing action plans, will be included within the delivery day● Preparation for certain ad hoc activities requested by the school (i.e. workshops, presentation), and which require additional preparation time.● To undertake training as required in order to be qualified to deliver careers advice in a secondary school.



OUTCOMES:

To ensure that:

- All students in key stage 4 & JMS based JMF6 students have appointments to prepare them for their next steps.
- Keep update with advice and guidance around careers.
- Contribute to a culture of careers awareness at John Mason School.

The outcomes associated with the specific role are:

- Effective communication
- An individual and team belief that all students can learn and develop
- An ethos where problems are minimised
- Effective teamwork where everyone is treated with dignity and respect
- Students feel confident and are included

ACCOUNTABILITY:

The careers advisor is accountable to the member of SLT with responsibility for careers. They also liaise with Progress Leads, Progress Managers and tutor teams

Safeguarding

The points below are a requirement for the postholder of this position:

- A knowledge and keen awareness of Safeguarding matters and an ability to demonstrate personal values and beliefs in accordance with the Trust's Safeguarding Policy
- Display commitment to the protection and safeguarding of children and young people
- A strong appreciation of child protection issues and the capacity of acting in accordance with the Trust's Safeguarding policy
- Reading, understanding and following all aspects of the Trust's Safeguarding policies and processes
- Comply with safeguarding training expectations

Your contract of employment is directly with The Abingdon Learning Trust. Your main place of work will be John Mason School, but you may be deployed to work at any school within The Abingdon Learning Trust and carry out those duties that may be reasonably required in relation to such deployment. This will depend upon the role, timetabling and organisational needs of the schools in the Trust and your own individual professional development needs. Any change to your main place of work will be discussed and agreed with you, in advance.

Abingdon Learning Trust is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check. The Trust is fully committed to the principles of equal opportunity, diversity and inclusion and welcomes applications from less well represented groups in the school and Trust. Posts in regulated activity are exempt from the Rehabilitation of Offenders Act (ROA) 1974 and all shortlisted candidates will be required to disclose information about their previous criminal convictions. All staff are expected to promote fundamental British values.

Signed: (employee):

Date:



Careers Advisor – PERSON SPECIFICATION

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	<ul style="list-style-type: none"> ● QCF level 6 qualification in Careers Guidance and/or Diploma in Careers Guidance and/or Qualification in Careers Guidance and/or NVQ4 Advice and Guidance ● GCSE English and Maths at Grade C or above or equivalent. Applicants must hold the following ● Experience of one to one delivery across the age range and experience of group work delivery across the age range ● Evidence of qualities that would suggest suitability for working and supporting the needs of students ● The ability to write effective action plans which support students' journeys into further and higher education, or training ● Willingness to take part in training as part of the role ● Evidence that suggests commitment to student success and achievement 	<ul style="list-style-type: none"> ● Experience of delivering careers advice and guidance ● Working with employers, colleges, universities and the LEP to ensure that students have appropriate learning and work pathways to follow after leaving school ● Knowledge and effective use of online careers websites to support students' knowledge and skills
Knowledge	<ul style="list-style-type: none"> ● Interest in educational provision for students with specific needs ● Knowledge of educational developments 	
Skills/Attributes	<ul style="list-style-type: none"> ● Conscientious, honest and reliable ● Able to make carefully considered decisions ● Ability to work on own initiative ● Ability to communicate with a range of adults and students both orally and in writing ● Capacity to motivate, inspire and challenge young people ● Ability to establish and maintain good relationships with a range of adults and students ● Inclusive ● An understanding of and a commitment to equal opportunities issues both within the workplace and the community in general ● Have an understanding of confidentiality ● Ability to work under pressure 	



Personal Qualities	<ul style="list-style-type: none">● Ability and willingness to work to get the best from all students● Commitment, enthusiasm and energy● Commitment to own personal and professional development● Willingness to be involved in the wider life of the school community	
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