

## **Job Outline**

### **Careers Advisor (maternity cover)**

Responsible to: CEIAG Lead

Salary Grade: LGS Scale 7

Part Time: 3-5 days per week, 39 weeks per year (38 weeks term time plus 1 week non pupil days)

Contract: Fixed term due to a period of maternity leave

Colne Community School is looking to recruit a confident and diligent Careers Advisor to cover a period of maternity leave.

### Job Purpose

- To take responsibility for Careers Advice and Guidance within the School
- To support an effective careers service and organise a work experience programme

### Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

### Key Responsibilities

- Manage the provision of careers and labour market information
- Liaise with tutorial managers, mentors and SENCO to identify students needing guidance
- Provide impartial information, advice and guidance to individuals and to groups of students in relation to all aspects of their progression planning
- To co-ordinate post-16 provision in the area by publication of details of sixth form criteria and open evenings
- Work with the Personal Development & Well-being T & L lead to develop careers related activities across the school.
- Interview students either one to one or in small groups
- Assist students to draw up action plans for employment through apprenticeships, education and training and supporting them to achieve their goals
- The management and administration of post-16 applications

- Gather information on the labour market and employment trends in order to offer up to date accurate knowledge of opportunities to support effective career guidance
- To coordinate Special Needs career provision
- Maintain the Careers Library and careers resources
- Develop and promote the use of progression related IT/online systems and software across the school, intended destinations records and progression, alongside the PSHE Coordinator
- Contribute to the compilation of the school's intended destinations data
- Assist in the planning and organising of careers related activities in school
- Deal with general careers related correspondence and enquiries both by telephone, letter and email.
- Collate evaluations relating to WRL activities
- Work with the Data Manager on the transfer and updating of data for intended destinations, references etc.
- Be available to offer independent impartial advice and guidance at schools where agreement of support exists.
- Lead on work-shadowing and/or work experience
- Establish and develop links with employers.

#### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Participate in training and other learning activities as required.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

#### Safeguarding

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

#### General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.

The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.