



JOB DESCRIPTION

JOB DETAILS

Job Title: Careers and Cultural Capital Advisor

Pay Scale: Grade 8

This job description may be amended at any appropriate time following consultation between the postholder and the Headteacher. It will be reviewed annually and appraisal objectives agreed.

JOB PURPOSE

Developing and implementing a whole-school strategy for careers and cultural capital, ensuring that it is aligned with national and local guidance and best practice.

KEY RESULT AREAS

1. Lead and manage the delivery of high-quality careers education, information, advice and guidance (CEIAG) to all students across the school, working in partnership with parents, carers, external organisations and further and higher education institutions.
2. Supporting the development of cultural capital opportunities for students, including trips, visits, and extra-curricular activities, to ensure that they have the widest possible exposure to the world of work and culture.
3. Monitoring and evaluating the impact of careers and cultural capital provision and using data to continuously improve the quality and effectiveness of provision.
4. Collaborating with the PD lead, curriculum leaders, inclusion team and wider services - Supporting improved outcomes for priority groups, including vulnerable learners, those with Special Educational Needs (SEN), and students facing barriers to progression
5. Reporting to the wider school leadership team and working collaboratively with colleagues to ensure that careers and cultural capital are integrated into the wider school curriculum and ethos.
6. Providing 1:1 and group guidance to students across key stages.
7. Managing the timetabling of meetings for students with external careers advisors.
8. Leading the delivery of the 8 Gatsby Benchmarks and maintaining standards

9. Organising work experience placements for students, as appropriate and ensuring all placements are health and safety checked. Where required, to meet with local businesses to secure placements for students.

10. Designing and delivering high-impact careers events and activities ensuring that they meet individual needs and aspirations.

11. Recording, collecting and forwarding student information and destination statistics as required.

12. Identifying and prioritising students for guidance, based on vulnerable groups and devising tailored packages of support for those most in need.

13. Working with local further and higher education providers and in particular our Trust sponsor to develop opportunities for collaboration and to increase widening participation.

14. Using digital platforms to extend the reach of our careers service

15. Provide impartial specialist advice around progression opportunities and longer term career planning for students and high-quality careers interviews to identify, nurture and support student aspiration and progression.

16. Use knowledge and expertise to assist students in drawing up action plans for employment, education and training and supporting them to achieve these goals.

13. Ensure there is a robust process for recording careers and cultural capital related activities with a focus on evidencing the impact of this work.

17. Gather, maintain and distribute careers information, in a range of formats to support accessibility to colleagues, students and parent/carers particularly during the options process.

18. Support applications by students to any next-stage progression.

19. The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

20. Ensure compliance with academy requirements, policies, systems and procedures.

EQUALITY AND DIVERSITY

TCAT is committed to equality and diversity for all members of society. TCAT will take action to discharge this responsibility but many of the actions will rely on individual staff members at TCAT embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support TCAT's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to TCAT with an all inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or TCAT can improve its practice on Equality and Diversity, please contact the Chief Operating Officer.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate with TCAT on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to TCAT Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in TCAT Staff Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

TCAT is committed to safeguarding and promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.