



Job Description

Careers Advisor

Responsible to:

Salary Grade: Scale 6-7 (dependent on experience)

Full time/Part time: Part time/full time

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

Safeguarding Responsibilities

- 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

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- Manage the provision of careers and labour market information
- Liaise with tutorial managers, mentors and SENCO to identify students needing guidance
- Plan a systematic and structured careers offer to ensure that no child is left behind
- Provide impartial information, advice and guidance to individuals and to groups of students in relation to all aspects of their progression planning
- To organise the mock interview scheme including preparing material for delivery to Year 11 students and liaising and coordinating outside agencies to take part in this scheme
- 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

GREATER THAN THE SUM OF ITS PARTS



Coordinator

- Contribute to the compilation of the school's intended destinations data
- Assist in the planning and organising of careers related activities in school
- Collate evidence for maintenance of the Quality in Careers Standard Award
- 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.
- Photocopy and administrate other reprographics work to assist the teaching and administration colleagues as required
- Manage the reprographics work to ensure all reasonable deadlines are met and resources are ready for colleagues as required

General

- 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 Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description. This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.

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