

THE GRANGE SCHOOL



CAREERS ADVISER





Careers Adviser JOB DESCRIPTION

Job Title:	Careers Adviser
Reports to:	Assistant Headteacher Personal Development & 6th Form
Hours:	37 hours per week; term time plus two weeks (40 weeks)
Bucks Pay Scale:	Range 4: c.£27,735 to c.£29,453 depending on experience. Moving to Range 6: c.£32,978 to c.£36,034) on completion of Level 6 Diploma in Career Guidance and Development

Main Purpose of the Role

- To provide independent advice and guidance to students and their parents / carers.
- To support students in making realistic, informed choices about their future education, training and employment.
- To complete the Level 6 Diploma in Career Guidance and Development (18 months). The school will support this within contracted hours.

Support of Teaching

- Develop and promote the use of progression related IT / online systems and software across the school.
- Develop and promote the collation and distribution of intended destination records, so that the school can match the extent student aspirations are met.
- Assist in the planning and organising of careers related activities.
- Assist with the preparation of career education and instructional material.
- Assist the Careers Team, Subject Leader for PSHCE and Senior Leaders to plan and deliver a co-ordinated careers programme from Year 7 through to Year 13.
- Liaise with SEND Coordinator and Senior Leaders to support the transition of vulnerable students, those with learning difficulties and Educational Health Care Plans (EHCP).
- Assist with the planning, preparation, and organising of the school's Careers Fair, alongside other skills and career-focused events that the school is involved.
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers, and training events run by educational and professional bodies.
- Assist in updating and maintaining the careers section of the school's website.
- Assist in updating the Careers Noticeboard with relevant information.

Support of Learning

In supporting individuals and small targeted groups of students:

- Provide impartial information, advice and guidance to both individual students and small groups of students in relation all aspects of their future planning.
- Manage caseload so that all students receive support in planning their next steps.
 - Interview students either one to one or in small groups, taking note of interviews and advice given.
 - Keep a record of interviews
- Assist students to draw up action plans for employment, education, and training and supporting them to achieve their goals.
- Assist the Work Experience Co-ordinator to support disadvantaged students to ensure they acquire appropriate and worthwhile work experiences that match their abilities and aspirations.
- Drop-in sessions were rarely attended but this could be trialled again.
- Attend EHCP Annual reviews, as agreed with the SEND Co-ordinator, to offer support and impart impartial information, advice and guidance to student and parents.
- Provide additional support for Year 11 students identified as potential NEET or with barriers to progression in further education, employment, or training.
- Develop practical strategies with students on how to achieve their goals, including pointing students to information sources of most use to them.
- Use BROMCOM to keep students informed of career related information i.e. open days and signpost to career resources.
- Provide advice to students on next stages during Year 11 and Year 13 Result Days and Year 12 enrolment days.

Support for Home-School-Community Partnerships

In helping the school develop and maintain good partnerships between home, school and local community by:

- Signposting students and parents to access personal guidance and referral at appropriate times for individual advice and support.
- When both required and appropriate liaising between home and school.
- As appropriate telephoning parents/ carers in relation to their child's choices for the future.
- Attend appropriate Parents' Evenings and be visible and approachable in providing impartial information, advice and guidance to students and parents.
- Liaise with and visit colleges and training providers to enable students' access to a range of appropriate future options.

Support for Home-School-Community Partnerships

As a member of staff at The Grange School:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all students have equal access to learn and develop.
- Contribute to the overall ethos/ work/ aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings.



- Participate in training and other learning activities and performance development as required.

On completion of the Level 6 Diploma in Career Guidance

- Co-ordinate the Annual Training Provider event.
- Co-ordinate the Morrisby Career Sessions in Year 7, 8 and 9 within the Enterprise curriculum.
- Assistant Work Experience Co-ordinator.
- Assistant Careers Co-ordinator.
- Liaise and support EBSA students including working with parents and outside agencies.
- Co-ordinate the What Next (Buckinghamshire Council) surveys and internal school surveys.