

Saracens High School

Job Description

Job Title:	Careers Advisor
Responsible to:	AP for Futures

The primary purpose of the Careers Advisor at Saracens High School is to provide guidance and support to pupils in their journey beyond Saracens, be it in training, education or employment, ensuring successful transitions from secondary education to adult life. This role plays a crucial part in assisting pupils in Year 7-13 with overcoming barriers and developing effective career pathways, raising aspirations and broadening horizons.

To carry out this role effectively you need to be aware of and support the fundamental philosophy and aims and objectives of Saracens, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they embrace the values and become life-long learners with a strong moral purpose, to make a positive contribution to their community.

Your key responsibilities as **Careers Advisor** are:

Key Responsibilities:

- Lead, develop and deliver a high-quality careers education, information advice and guidance (CEIAG) programme for pupils in Y7-13 that is in line with the Gatsby benchmark
- Design, implement and evaluate the school's Futures programme, aligning with the eight Gatsby Benchmarks
- Work closely with all staff and external agencies to embed career learning across the curriculum
- Ensure compliance with the Baker Clause.
- CEIAG
- Provide impartial, personalised careers guidance interviews to pupils
- Support pupils with applications to apprenticeships, further education and employment
- Deliver group sessions and assemblies on careers pathways, employability skills and labour market information
- Ensure pupils understand the range of progression routes.

Employer Engagement and Work-Related Learning

- Build strong relationships with local employers, apprenticeship providers, Saracens partners and universities to provide meaningful encounters.
- Organise and promote careers events, work visits and talks from external professionals

- Support work experience placements, ensuring all pupils have access to opportunities.

Curriculum Integration

- Support Subject Leads in embedding careers into curriculum planning and lesson delivery
- Provide staff with up-to-date resources and CPD.

Monitoring, Evaluation and Reporting

- Track and record all careers activities and pupil destinations in line with statutory reporting requirements
- Gather pupil feedback to continuously improve the careers provisions
- Report to SLT and Governors on the progress against the Gatsby Benchmark.

Additional responsibilities

- Attend regular meetings with the pastoral team and senior leadership to report on progress and developments.
- Be a role model for the values of the school, demonstrating professionalism, enthusiasm, and a commitment to excellence.
- To take part in family lunch and contribute to the duty rota as necessary
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school Health and Safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- To participate in training opportunities and professional development as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs within the school and at the direction of the Principal.



SARACENS
HIGH SCHOOL

Person Specification

Criteria	Essential	Desirable
Qualifications	English and Maths GCSE at A*-C (9-4) Good standard of literacy and numeracy First Aid training or willingness to undertake training	Undergraduate degree A Level passes or equivalent Level 3 qualifications Level 6 diploma in careers guidance
Experience	Experience of working with young people Use of ICT	Previous experience of academically mentoring Development and implementation of academic support programmes Support for targeted intervention programmes
Knowledge	An understanding of supporting vulnerable children	Aware of current developments in supporting Teaching & Learning SEND Code of Practice
Personal Attributes	Excellent communication and interpersonal skills Ability to help maintain a caring and supportive class environment Ability to work in a team Ability to show initiative A pro-active approach to working with children Able to maintain confidentiality Commitment to safeguarding and promoting the welfare of children	Commitment to personal professional development