



Careers Advisor

JOB DESCRIPTION

Role Purpose:

To support the careers leader to plan and implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment

Key Accountabilities:

Reporting to the CEIAG lead in

Leadership

- Advising senior leadership on policy, strategy and resources for CEIAG
- Reporting on CEIAG to senior leaders.
- Reviewing and evaluating CEIAG, including destinations data.
- Preparing and implementing a CEIAG development plan
- Identifying sources of funding for CEIAG and writing bids

Management

- Planning schemes of work for careers education
- Briefing and supporting teachers of careers education
- Monitoring teaching and learning in careers education
- Supporting tutors providing initial information and advice
- Managing, in partnership, the work of the careers adviser
- Monitoring access to, and take up of, careers guidance
- Managing the work of the Aim higher coordinator

Co-ordination

- Managing the provision of careers information
- Liaising with the PSHE leader, and other subject leaders, to plan careers education
- Liaising with AHP, SLT, HOD, SENCO, to identify students needing guidance
- Referring students to careers advisers.

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



Networking

- Establishing and developing links with employers
- Establishing and developing links with FE colleges, apprenticeship providers and universities.
- Establish a network of alumni

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
--------------	--

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



Doing the Right Thing	<ul style="list-style-type: none">• Have integrity and honesty in all that you do• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work• Take responsibility and ownership for your area of work• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils• Be transparent and open• Be resilient and trustworthy• Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none">• Understand how you can have a greater impact as a team than you can as an individual• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission• Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level• Recognise and celebrate the success and achievements, no matter how small, of your colleagues• Be generous with sharing your knowledge to help to develop others• Understand and be willing to receive suggestions and input on your area of work from others• Support your colleagues, even when this means staying a little later, or re-prioritising some of your work• Be aware of other peoples' needs and show an ability to offer genuine support• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Minimum of 5 GCSEs at Grade C or above including English and Maths	X		X	X	X
	Has experience of careers education in an educational setting	X		X	X	X
	Working knowledge of common ICT applications, especially Microsoft Word and Excel	X		X	X	X
	Knowledge of the Government's Careers Strategy and the career options available to young people leaving school.	X		X	X	X
Experience	Experience of using the Microsoft Office	X		X	X	X
	Good word processing skills	X		X	X	X
	Experience of working under pressure and meeting deadlines		X	X	X	X
	Experience of working in a team	X		X	X	X
	Experience of working with the public.	X		X	X	X
	Experience of clerical work in a similar environment.	X		X	X	X
Skills	Ability to work effectively within a team environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	X
	Ability to maintain confidentiality and sensitivity around information	X		X	X	X

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0



	Good time management skills and ability to meet deadlines	X		X	X	X
	Ability to promote a positive ethos and attributes	X		X	X	X
	Ability to develop and extend working practices	X		X	X	X
	Ability to deal with a wide range of people using multiple forms of communication	X		X	X	X
	Excellent communicator	X		X	X	X
	Able to work independently, using own initiative as well as within the wider team.	X		X	X	X
	Proactive and positive outlook	X		X	X	X

This document was approved as follows	
People Development Director	Date: 30/03/20
Version	1.0