

Job Description: Careers Advisor and Coordinator

Main Purpose

The postholder will work closely with the SLT Careers Leader to ensure the effective planning, coordination and delivery of a high-quality careers education, information, advice and guidance (CEIAG) programme across the Academy.

The role will ensure full compliance with statutory careers guidance, including the Gatsby Benchmarks, Provider Access Legislation (PAL), and evolving expectations around meaningful work experience, while utilising digital platforms such as Unifrog to support student progression.

Qualifications

- Level 4 Careers Guidance qualification (or willingness to work towards Level 6).

Key Responsibilities

Careers Education and Programme Coordination

- Support the delivery of a progressive, whole-school careers programme aligned with the eight Gatsby Benchmarks and statutory guidance.
- Contribute to maintaining a published careers programme accessible to students, parents and stakeholders.
- Use Compass+ and Unifrog to support planning, tracking, and evaluation of careers provision.
- Support the development of a strategic careers plan aligned with whole-school priorities.

Careers Guidance

- Deliver impartial, independent careers guidance in line with statutory expectations.
 - Provide 1:1 guidance and targeted intervention for vulnerable students and those at risk of becoming NEET.
 - Use Unifrog to support students in exploring pathways, researching careers, and making informed decisions.
 - Ensure students are supported to build and maintain their online careers profiles, applications, and progression plans through Unifrog.
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Provider Access and Compliance (PAL)

- Support the Academy in meeting its duties under Provider Access Legislation (PAL) by:
 - Facilitating access for a range of education and training providers.
 - Coordinating encounters at key transition points.
 - Ensuring students receive information about all post-16 and post-18 pathways.
 - Use Unifrog and internal tracking systems to record encounters and student engagement.
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Work Experience and Employer Engagement

- Support the planning and coordination of meaningful work experience in line with updated statutory expectations (Gatsby Benchmark 6).
 - Ensure all students access high-quality workplace encounters.
 - Use Unifrog to log, track and evaluate work experience placements and employer encounters.
 - Develop partnerships with employers and training providers to enrich the careers programme.
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Events and Parental Engagement

- Organise and support careers events, including careers fairs and options evenings.
 - Ensure parent and carer engagement is embedded across the careers programme.
 - Promote effective use of Unifrog to parents and carers as a tool for supporting student decision-making.
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Monitoring, Tracking and Administration

- Maintain systematic records of student participation in careers activities and guidance.

- Use Unifrog, Compass+ and internal systems to track engagement, aspirations and destinations.
- Analyse destination data to inform provision and reduce NEET risk.
- Contribute to evaluation and continuous improvement of the careers programme.

Knowledge, Skills and Experience

- Strong understanding of statutory careers guidance, including Gatsby Benchmarks and PAL.
- Experience or confidence in using careers platforms such as Unifrog to support guidance and tracking.
- Knowledge of post-16 pathways and labour market information.
- Strong communication, organisational and interpersonal skills.