



Felsted

FELSTED SCHOOL JOB DESCRIPTION Careers Advisor

The Role

Accountable to: Head of Faculty and Deputy Head through to the Head

Accountable for: Careers Administrator

To develop effective strategies for the provision of comprehensive and personal support & guidance to pupils regarding their professional and higher education opportunities; to enable pupils to be successful in their applications to Higher Education, for Apprenticeships, or for employment.

Role Responsibilities (illustrative, not exhaustive, list):

- To develop and maintain an up to date programme that fulfills the Gatsby Benchmark criteria, and that delivers careers education in alignment with the school CEIAG Policy.
- To ensure that the careers programme enables pupils to understand the range and requirements of different Higher Education opportunities, Apprenticeships and career paths, and to ensure they are well-supported in making key decisions about their futures by, for example:
 - organising interests and aptitudes testing to help with making subject and career choices
 - holding careers events
 - publishing bulletins & other materials
 - providing online resources
 - and to keep the programme under regular review
- To deliver high quality regular careers guidance group sessions for pupils in years 11 and 12
- To support pupils in sourcing and engaging with appropriate work experience
- To lead and manage the Careers programme throughout the school from years 7 and above, and to liaise closely with Felsted Prep school colleagues on early careers experiences in years 3-6
- To manage and lead engagement with online portals that enable pupils to record relevant achievements, research and the development of key documents such as their CV and personal statement
- To be responsible for all aspects of Higher Education guidance and the UCAS application process
- To oversee the applications process:
 - Overseeing the applications of both current pupils and Old Felstedians wishing to apply
 - Ensuring that Tutors are well-equipped to support their tutees
 - Supporting applications to overseas universities
- To develop links with universities, and to be well-informed about developments in the Higher Education sector and university admissions policies
- To offer guidance to those pupils wishing to:
 - Proceed directly into employment on leaving the Sixth Form
 - Pursue an Apprenticeship
 - Take a 'GAP' year
- To work closely and collaboratively with colleagues:

- Apprising the SLT of developments in the Higher Education sector and also careers more generally, and the potential consequences for pupils
- Supporting subject Departments so that they are well-versed and up-to-date about career opportunities and Higher Education options in their subject areas and are able to support pupils preparing for University interviews
- Supporting the Senior Academic Scholarship Co-ordinator with applications to Oxbridge
- Supporting the Head of Science with applications for medicine, veterinary science and dentistry
- Ensuring that members of Common Room more generally are kept well-informed about Higher Education & the application process and career options, and also the provision for professional guidance, by presentations, seminars, email and bulletins, and Staff Development sessions
- Developing, in conjunction with Subject Leads, and the Personal Development the Faculty Lead a comprehensive 'Work Experience' programme for Sixth Form and Year 11 pupils
- To develop strong and sustained links with Old Felstedians and others associated with the School from all professions and walks of life
 - To develop strong and sustained links with Old Felstedians and others associated with the School from all professions and walks of life, and with wider business and other organisations as appropriate, through email, website and personal engagement
 - To play a collaborative role in the development of the Felsted Network, in conjunction with the OF office
- Personal Professional Development
 - To be responsible for undertaking personal development to enhance leadership and management skills, as agreed through the PDR process
 - To identify other key areas for personal development in line with the School Development Plan
- Any other reasonable ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

1. Recognised careers guidance qualification (e.g. Level 6 Careers Guidance) or substantial relevant experience delivering careers education in a secondary school or similar setting and a willingness to work towards this qualification
2. Experience of delivering careers education, guidance or employability learning to secondary-aged students.
3. Ability to plan and deliver engaging careers activities, workshops or guidance sessions tailored to individual needs.
4. Experience supporting students at key transition points (KS3–KS4, KS4–post-16).
5. Secure understanding of the Gatsby Benchmarks and statutory careers guidance requirements.
6. Knowledge of post-16 and post-18 pathways, including academic, vocational, technical and apprenticeship routes, including up to date knowledge and experience of UCAS and UK apprenticeship application processes
7. Ability to build strong, professional relationships with students, parents/carers, staff and external partners.
8. Experience working collaboratively with pastoral, SEND and senior leadership teams.
9. Confidence liaising with employers, training providers, colleges and universities.
10. Commitment to inclusion, safeguarding and equal access to opportunity for all students.

Desirable:

1. Knowledge and experience of international university institutions application processes
2. Experience delivering careers learning within Alternative Provision or to students with SEND.

3. Experience embedding careers education across the curriculum in collaboration with teaching staff.
4. Experience evaluating impact on student outcomes and destinations.
5. Experience preparing for or contributing to inspection evidence around personal development and careers.
6. Knowledge of destination tracking systems and careers software.
7. Understanding of employer engagement best practice.
8. Experience coordinating careers fairs, employer talks or work experience programmes.
9. Experience engaging parents/carers in careers education and aspiration-building.
10. Established employer or provider networks.
11. Ability to influence and inspire students and adults.
12. Ambition to further develop careers provision and professional practice.

Reward and Recognition

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Permanent
- Term-time + 4 weeks Contract (38 weeks per year)
- Working approximately 37.5 hours per week
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Probationary period of 6 months
- Competitive salary, based on qualifications and experience
- The post holder has a responsibility to safeguard and promote the wellbeing of children and young people.

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____