

Post title:	Careers Lead and Advisor
Grade:	Scale F-G
Reporting to:	Head of KS4/5 and Executive Principal/s
Purpose:	<p>To lead on the development of outstanding provision for Careers Education, Information, Advice and Guidance (CEIAG)</p> <p>To provide impartial information, advice and guidance to help students make realistic choices about education, training and work.</p> <p>To operationally lead the school's career provision to meet the Gatsby Benchmarks under the direction of the Vice Principal</p> <p>To plan and oversee appropriate work experience or work shadowing opportunities for pupils.</p> <p>To ensure that all pupils have a clear Preparing for Adult Life plan by supporting the SENCo and Inclusion Manager throughout the EHCP process.</p>
Responsible for:	<p>Ensuring all pupils access impartial advice through yearly 1:1 CEIAG meetings.</p> <p>Development and writing of action plans for all individuals.</p> <p>Working with partner organisations to ensure all pupils have the opportunity to access work experience during KS4 and 5.</p> <p>Feeding into EHCPs for pupils from Year 9 onwards via the PFAL section of annual reviews.</p> <p>Supporting the strategic careers plan and promoting engagement from all stakeholders.</p>
Liaising with:	Careers team, school staff, pupils, parents/carers, Clinical team and external organisations
Working time:	0.6 FTE
Disclosure level:	Enhanced
Main Duties:	
Support for Pupils, parents and carers:	<p>Work with the careers team to develop and run an outstanding careers programme for all pupils at The Wherry School.</p> <p>Host yearly 1:1 CEIAG meetings with pupils, including parents/carers where appropriate, in line with the secondary careers calendar.</p> <p>Develop comprehensive actions plans for each individual that can be shared with all stakeholders and allows the career teams including SENCO and Inclusion manager to provide appropriate provision and support.</p> <p>Work with pupils, parents and carers and other external providers to organise appropriate work experience placements for pupils in year 10 and above.</p> <p>Contribute to EHCP annual reviews for year 9 -13 pupils.</p> <p>Attend Options evenings and Sixth form evenings to be available to provide advice to pupils, parents and carers.</p>
Support for Staff	<p>To support teachers and support staff to keep up to date records of individual engagement in the careers programme via Compass+</p> <p>Advise the senior leadership team on policy, strategy and resources for careers guidance.</p>
Support for the Curriculum	<p>To work with curriculum subject specialists to produce resources related to the world of work linked to each area of the curriculum.</p> <p>Work with the Head of KS4/5 and curriculum teams to link careers and the curriculum including PFAL, Life Skills and AQA.</p>
Support for the School:	<p>Maintain clear records of meetings and action plans for individual pupils.</p> <p>Record and maintain transition and destination data.</p> <p>Review and evaluate work experience and careers guidance to provide information to the Senior Leadership team to consider school improvement planning.</p>

	Keep abreast of development and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers at other schools.
Other specific duties:	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task that a careers advisor may assume or undertake may not be identified.</p> <p>All staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description</p> <p>The school will endeavour to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>The school acknowledges the entitlement of all staff to continuing professional development.</p>
The job description is current at the date shown, but following consultation with you, may be changed by the CEO or Executive Principal/s to reflect or anticipate changes in the job which are commensurate with the salary and job title.	