

Careers Advisor Job Description

As part of Delta, Education Trust, Harbour School Dorset's vision is ***"Learning together in pursuit of happiness"***. This means we really care whether pupils love or hate their learning, so we work hard to create a space where pupils learn together to become knowledgeable, self-aware, independent and happy people who make a positive difference, wherever life takes them. We are looking for enthusiastic and inspirational Careers Advisor to share our vision in all they do.

Job Title	Careers Advisor
School	Harbour School Dorset
Grade	Grade G, 14-18
Reporting to	Senior Leadership Team
Hours	22.5 per week – Term time only
Contract	Permanent
Any Special Conditions of Service	Some flexibility in working hours for which prior notice will be given and work during student lunch hour. Home visits. Travel around the borough. A policy of no smoking Casual Car User Allowance

Main Purpose of the job

- Provide independent on-going information, advice and guidance to students on a wide range of education and training options to support future ambitions.
- Deliver guidance; supporting students who may have emotional and behavioral difficulties; excluded/disaffected from school or who are unable to attend mainstream schools due to mental health/medical reasons.
- Work in partnership with students, parents, local businesses and further education providers to provide work experience and post 16 opportunities.

Duties and Responsibilities

- Provide good quality, impartial careers guidance that helps young people to progress, empowering young people to plan and manage their own futures, responding to their needs of each individual young person.
- Provide comprehensive information and advice, raising aspirations and actively promoting equality of opportunity and challenging stereotypes.

- Interview students on a 1:1 basis or in small groups as appropriate to ensure students have a transition and action plan accordingly.
- Provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training.
- Research careers, options pathways and support organisations to meet young people's needs.
- Run small group sessions on all aspects of careers guidance and topics related to personal development.
- Liaise and negotiate with other organisations, with and, on behalf of the students working with families and carers to access and facilitate their wider support network.
- Prioritise support and guidance for students and parents at key points in the academic year.
- Use, and where appropriate, establish IT systems for administrative tasks, such a recording of students information.
- Complete all statistical returns where applicable, write reports and complete statutory documentation relation to the post.
- Co-ordinate and manage the destination tracking of all Year and ensure the documentation are co-ordinated, provided to the Headteacher and returned to the LA in a timely way.
- Review resources in the school used for careers lessons and research and develop new packages.
- Liaise and support on appropriate careers policy, priorities, contribute to careers, schemes of work and resources for developing careers education and guidance.
- Organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes.
- Organise and update the school's career library and appropriate career displays.
- Support the school's work experience placement programme, and co-ordinate and manage extended work experience placements.
- Keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information.
- Liaise with teaching staff, parents, outside agencies as necessary building meaningful relationships by communicating effectively with your colleagues, The Governing Body, other professionals within the Local Authority, Voluntary agencies.
- Participate in further training/professional development programmes, in order to improve your own teaching.
- Maintain an awareness of your role in Behaviour Management methods and techniques and to implement Trust and Harbour School policies in relation to these and to undertake regular training as required.
- Contribute to planning and review meetings.
- Develop effective professional and constructive relationships with colleagues

Personal and professional conduct

- Develop effective professional and constructive relationships with colleagues
- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Understand and act within the statutory frameworks setting out their professional duties and responsibilities

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Be required to safeguard and promote the welfare of pupils and follow school policies and the staff code of conduct.

Other

- Promote the safety and wellbeing of pupils
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
- Be responsible for your health, safety and welfare in accordance with the School's policy and the Health and Safety at Work Act, 1974.
- Perform your duties in accordance with School's Equal Opportunities Policy and Safeguarding Procedures.
- Perform all duties efficiently and with the utmost care and confidentiality.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that you will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

The duties of the post will be reviewed annually and after due consultation with the post holder and if she/he wishes, with his/her trade union representative, changes in duties may be made in the light of the requirements of the service.

Person Specification – Careers Advisor

Criteria	Essential	Desirable
Qualification and Experience	<p>Experience of providing careers guidance with children in one of the following settings:</p> <ul style="list-style-type: none"> School – primary/secondary/PRU. Further education, Social Services setting, Information, Advice and Guidance (IAG) – Provider, Youth Service Minimum of Level 6 Diploma in Careers Guidance and Development Providing work experience opportunities 	<ul style="list-style-type: none"> Level 4 NVQ Diploma in Advice and Guidance or willing to work towards it. Educated to degree standard First Aid Certificate
Skills and Knowledge	<ul style="list-style-type: none"> Understanding the statutory guidance relating to careers EIAG in schools Good standard of written English and Numeracy Ability to respond appropriately to anti-social behaviour, i.e. avoid confrontation, stay calm, non-judgemental Ability to work with parents/carers in difficult situations Familiarity and basic competency with ICT <p>Ability to:</p> <ul style="list-style-type: none"> Communicate effectively both verbally and in writing to children, parents and professionals e.g. writing letters Help children to work on specific activities/tasks Work as part of the team Work with a variety of professionals and agencies Use own initiative and operate independently when required Maintain optimistic and motivational attitude to young people 	<ul style="list-style-type: none"> Experience of working with adolescents Knowledge of personal, social and educational topics which relate to adolescent concerns Knowledge of strategies used in dealing with young people with learning and behavioural difficulties Experience of the internet and email Experience of using Microsoft Office Experience of assisting students in the use of ICT
Other factors	<ul style="list-style-type: none"> Willingness to work over student lunch hours and in different locations Home/School visits Escorting students to school/interviews/leisure activities etc Satisfactory pre-employment checks including DBS, references and full career history. 	<ul style="list-style-type: none"> Own transport/Driving licence

Notes:

This job description may be amended at any time in consultation with the postholder.