

Stratford-upon-Avon School

Job Title:	Careers Mentor
Grade	Band G (Points 12-17) (salary details at appendix 2)
Hours:	30 hours weekly / 39 weeks per year
Reporting to:	Careers Leader

Main Purpose of Job

- To provide independent and impartial careers guidance/consultancy to students at Stratford upon Avon School, working closely with parents/caregivers to support their children at each key stage of their education in order to explore their future aspirations.
- Advice and guidance will be given in the best interest of the individual student.
- Working in partnership with the Careers Leader to provide this support and to ensure all internal processes and procedures, including record keeping are adhered to, ensuring that statutory requirements are met and that a consistent level of support is provided to all those receiving guidance.

Key Tasks and Responsibilities

- Support to all students with impartial careers guidance, including recommendations for alternative curriculum options for individual students.
- One to one support for vulnerable students identified in the school as requiring dedicated support and guidance in relation to careers and education.
- Provide specialist one to one careers advice, information and guidance to years 10 and 13, but also including lower years identified as vulnerable.
- CV writing support and interviewing skills to all years.
- Creating, implementing and delivering employability workshops for all years.
- Support at parents' evenings and all career events run by the school as deemed appropriate by the school.
- Attend inclusion meetings as required
- Attend EHCP meetings
- Respond to referrals from Inclusion / Tutors / Staff / Parents / others
- Support to the Careers Leader to arrange career fairs and events.
- Represent the school internal and externally.
- Support the arrangement of work placement provisions through building interfacing and establishing links with employers within Stratford upon Avon and wider area.
- Record all meetings and outcomes
- Record and monitor all post-16 destinations
- Assisting students to identify and apply for apprenticeship placements.
- Assist students in identifying and applying for college and/or sixth form placements
- Offer an open-door policy for all students
- To involve parents and carers, where relevant in the support provided to their child
- To communicate with relevant external agencies and networks for the benefit of pupils and enhancement of the career guidance programme
- To provide advice to the Career Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others e.g. Enterprise Coordinator/ Adviser in the development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.

Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected

Health and Safety

1. At times this post involves dealing with students and visitors to the school, responsibility for own health and safety and that of others will be of key importance
2. The post holder must have the moral courage to insist on appropriate safety standards within their area of influence, whilst not using Health and Safety as an excuse to water down the educational experience for the students.

General

Entitlement to:

- A clear line management system and access to the Careers Leader, as necessary. An annual performance review, which includes the setting of individual performance targets in line with the established school procedure.
- Time and opportunity for professional development, in an appropriate form.

Requirements

- The postholder is expected to comply with the provisions of the Data Protection Act 1998 and other relevant legislation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the school's Data Protection Policy and Procedure
- Knowledge of and compliance with relevant school policies and procedures e.g. Health & Safety, No Smoking, Acceptable Use of the Internet, procedure to gain authorisation for expenditure, privacy policies, Child Protection etc.
- Willingness to undertake training /professional development in-house or externally.
- Participation in the performance management system in force for all staff.

Notes

- Stratford-upon-Avon School reserves the right to alter the content of the job description to reflect changes to aspects of the role, without altering the general nature of the role or level of responsibility.
- The responsibilities detailed are subject to the terms and conditions laid down in the Contract of Employment for Support Staff.
- The job description summarises an indicative range of duties, responsibilities and outcomes, but does not seek to imply the relative priorities or the proportion of time to be spent on each.

Appendix 1

Support Staff Posts

Corporate

- Support your line manager or team leader as required in maintaining a customer focus, efficient working, establishment and following of operating procedures, compliance with health and safety and other regulatory requirements, identifying desirable developments, and providing clear support in general for teaching and learning, student progress and wellbeing, and any external or collaborative arrangements with which the school is involved
- Contribute to the effective operation of support services
- Be prepared to share good practice with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations
- As part of a team of support staff, provide assistance with the invigilation of examinations if required
- As a member of staff working in a school setting, have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students

Working with Students

1. As part of a team of support staff, provide assistance with a variety of other provision if required, such as supervision of private study, accompanying school visits, general staff duties etc.
2. Be prepared to engage in elements of guidance or instruction to students in line with specific job role, area of interest or expertise.

Membership of Groups

1. From time to time, take the opportunity to be involved in working groups, designed to enhance the learning or operational aspects of school life.

Appendix 2

Careers Mentor

Terms and Conditions of Employment specific to the post

Working Hours

The post is for 30 hours per week, based on 8.00am to 4.10pm Monday to Thursday, term time (38 weeks) plus 5 staff learning days; equalling 39 weeks per annum.

A lunch break of 40 minutes will be taken at a mutually agreed time, by agreement with the line manager. Where 6 hours or fewer are worked per day, it may be possible to omit the lunch break

Working weeks will be 39 weeks per year made up of 38 weeks (term time) plus 1 week of Staff Learning Days

There is provision for additional hours worked to be taken as TOIL, or in certain cases, remunerated as long as they are for reasons connected with school development, clearly justifiable and appropriately authorised in advance.

Holidays

a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.

b) All holidays are deemed to be taken within school holidays.

c) The allocation of holidays against which pro-rata payment is made is 22 days for new entrants to schools, academies or local government. 25 days after 4 years' continuous service, plus 8 Bank Holidays and 4 statutory days

Other Benefits

- Free car parking
- Wellbeing employee assistance programme
- Contributory pension scheme

Remuneration

Starting salary for a full-time post at Band G (points 11-17) is within the range £23,015 - £25,917, starting point depending on experience and qualifications.

The actual salary for the hours / weeks worked will be in the range £16,094 – £18,124 subject to any continuous service.

*All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.
This post is subject to an Enhanced Disclosure.*