

## Job Description

<b>Job Title:</b>	<b>Careers Adviser</b>
<b>Grade</b>	<b>Band G (Points 12-18) (salary details at appendix 2)</b>
<b>Hours:</b>	<b>28 hours weekly / 39 weeks per year</b>
<b>Reporting to:</b>	<b>Careers Leader</b>

### Main Purpose of Job

- To work positively and proactively with students, staff, parents/carers and employers, building professional relationships and providing advice and guidance on pathways into further and higher education, training and employment.
- To provide impartial careers guidance to students at Stratford upon Avon School, supporting them at key decision-making stages to explore their future aspirations to make informed decisions.
- Assist with the design and delivery of student workshops and wider school careers events.
- Working in partnership with the Careers Leader to provide this support and to ensure all internal processes, procedures and record keeping are adhered to, ensuring that statutory requirements are met and a consistent level of support is provided to all those receiving guidance.

### Key Tasks and Responsibilities

- Support students with impartial careers guidance, including recommendations for alternative curriculum options for individuals, as required.
- One to one support for vulnerable students identified in the school as requiring dedicated support and guidance in relation to education and career options.
- Provide specialist one-to-one careers advice and guidance to Years 11, 12 and 13, along with those from lower year groups identified as vulnerable.
- CV writing support and interviewing skills to all years.
- Creating, implementing and delivering employability workshops for all years.
- Support careers-related trips as well as wider school careers events and parents' evenings run by the school, as deemed appropriate by the school.
- Attend inclusion meetings as required
- Attend EHCP meetings
- Respond to student referrals for guidance from Inclusion / Tutors / Staff / Parents / others
- Support to the Careers Leader to arrange career fairs and events.
- Represent the school internally and externally.
- Establish and maintain employer links within Stratford upon Avon and wider area to support the Careers and Work Experience Administrator in arranging work experience for Years 10 and 12.
- Record all student guidance meetings and outcomes using Compass+
- Record and monitor all post-16 destinations
- Assist students to identify and apply for apprenticeship vacancies.
- Assist students in identifying and applying for college and/or sixth form places
- Offer an open-door/drop-in policy for all students
- Involve parents/carers, where relevant in the support provided to their child
- Communicate with relevant external agencies for the benefit of students and enrichment of the careers guidance programme

- Liaise with the Careers Leader as to current resources and any changes to local education providers, training organisations and employers to support the development and delivery of careers guidance 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 is required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law following recognised codes of practice.
3. The post holder is also required to be aware of and comply with government and school policies on health and safety and to complete training in the relevant areas to meet all safeguarding and health and safety standards as detailed in SuAS policy.

### **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 Adviser

#### Terms and Conditions of Employment specific to the post

##### Working Hours

The post is for 28 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, subject to availability
- Wellbeing employee assistance programme
- Contributory pension scheme

##### Remuneration

Starting salary for a full-time post at Band G (points 12-18) is within the range £28,598 to £31,537, starting point depending on experience and qualifications.

The actual salary for the hours / weeks worked will be in the range of £18,749 to £20,676 subject to continuous service.

*The School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All positions at Stratford-upon-Avon School are subject to the Disclosure Barring Scheme.*

*This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an Enhanced DBS and requires a children's barred list check.*