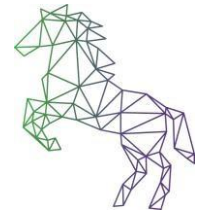


## HORSFORTH SCHOOL



<b>Job Title:</b>	<b>Careers Advisor</b>
<b>School:</b>	<b>Horsforth School</b>
<b>Pay Band:</b>	<b>SO1 Pt 23/25 £34, 434 - £36, 363</b> <b>Actual Salary £29, 748 to £31, 414</b>
<b>Hours:</b>	<b>Full time, Monday – Friday, 37 hours per week</b> <b>Term time only plus 5 days</b>
<b>Responsible to:</b>	<b>Assistant Headteacher – Personal Development</b>
<b>Role:</b>	

To provide high-quality careers information, advice and guidance to students, supporting informed decision-making and successful progression into education, employment or training. The postholder will support delivery of the careers programme, with a particular focus on Vulnerable Learner students and those at risk of becoming NEET (Not in Education, Employment or Training) and the further education choices and application process.

### **Main Duties of the post:**

- To lead and manage the KS4 application process, monitoring and tracking of applications and liaising with the relevant staff, with particular focus on Vulnerable Learner students, to ensure appropriate progression routes.
- Conduct impartial, personal career guidance interviews with students which challenge and support them to make informed, realistic and adaptable career decisions and help to broaden their horizons.
- Working collaboratively with pastoral, safeguarding, SEND and careers teams, as well as external agencies, to ensure vulnerable learners and those with learning difficulties receive coordinated support, high-quality careers guidance and effective transition planning.
- To co-ordinate the school's Work Experience programme and annual careers' fair.
- To produce references for students in support of further education applications.
- To work in close collaboration with staff, post 16 providers and employers to facilitate student progression.
- Running small-group, drop-in sessions or larger presentations on all aspects of careers work, including enrichment opportunities to students, staff and parents.
- Assisting in planning and organising careers events, including employer engagement activities and mock interviews.
- To lead and develop partnerships with post 16 providers.
- To design, select and provide activities, resources and services to meet students' career needs.
- To ensure students are well signposted to different guidance activities and promote the use of relevant careers tools.
- To arrange relevant speakers for students regarding future options.

- To support careers events taking place both externally and internally.
- To maintain up to date careers information and resources.
- To update and maintain the Careers display board and promote CEIAG throughout the school.
- To collate and provide the tracking of intended destination and destination data including NEET figures and report on this to the SLT Lead for CEIAG and the local authority within the deadlines.
- To update and maintain the CEIAG website information to inform students, parents and other key stakeholders about CEIAG within the school.
- To attend open evenings, options evenings and parents' evenings for all relevant year groups promoting CEIAG.
- To attend GCSE results day and be available for students to make appointments.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

#### **Qualifications and experience:**

- Experience working in an education setting.
- A proven understanding and excellent knowledge of the British Further Education landscape.
- Excellent understanding of the English secondary school education system.
- Outstanding organisation and analytical skills with ability to work to fixed deadlines.
- Excellent interpersonal skills and ability to communicate as effectively with management, students and their families and teachers as well as external stakeholders such as college admissions and student recruitment staff.
- Drive and determination to achieve the best possible outcome for every student.
- Proficiency in computer skills.

#### **The Postholder should also:**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to overall ethos/work/aims of the school.
- Participate in training and other learning activities and performance development as required.

#### **NOTES:**

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post; you may be asked to undertake additional duties not listed above but appropriate to the role. It will be

reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.