



JOB DESCRIPTION

Careers Advisor/ Coordinator Job Description

The Careers advisor/ coordinator will play a vital role in the school community. They will hold a Level 4 Diploma in Career Information and Advice and have, or be working towards, a Level 6 Diploma in Career Guidance and Advice. Under the guidance of the Careers Leader, they will contribute to the fulfilment of the Gatsby benchmarks, offer impartial careers education, information and advice, supporting students in the exploration of their pathways post 16 and 18. They will organise effective work experience, support the UCAS process, and contribute to the delivery of careers education across the Academy in order to raise students' aspiration, achievement and motivation.

Main Duties

- Provide 'good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes'. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)
- To interview Year 11 and sixth form students on a 1:1 basis or in small groups and ensure students have an action plan.
- To provide 1:1 guidance for vulnerable students in all years.
- To work with families and carers to access and facilitate the young person's wider support network.
- To prioritise support and guidance for students and parents at key points in the school year; specifically Year 8 and 9 options, Post 16 pathways evening, parents' evenings and results days.
- To coordinate the destination tracking of all Year 11, 12 and 13.
- To collaborate with the Careers Leader to develop the use of Unifrog as a careers resource in school.
- To support the UCAS application processes.
- To assist with the coordination and management of all education and career pathway events to include for example, careers fairs.
- To liaise and support on developing appropriate Careers policy, priorities and resources for developing careers education and guidance.
- To plan and contribute to the delivery of careers education activities, for example by organising trips, or by running small group sessions or larger presentations on all aspects of careers guidance.
- To contribute to training, guidance and support for school staff so that they are equipped to deliver careers education within the curriculum and in pastoral settings.
- To organise and update the academy's careers library and careers displays.
- To coordinate the academy's work experience placement programme and contribute to Community Action Week.
- To 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.
- To join and maintain membership of the Careers Development Institute.