



JOB DESCRIPTION

Job Title: Careers Advisor to Lawn Manor Academy	Level: Scale SO1	Date Prepared: March 2018
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Role reports to: Assistant Headteacher Curriculum

Core Purpose:

To raise aspirations of all pupils by effectively managing the careers programme across the Academy. Ensure that all pupils receive careers advice and that the careers programme targets all pupils from year 7 -11. To meet/advise all year 11s so as to ensure they have a got a place at college or on an apprenticeship before they leave the academy. To organise and manage work experience in year 10. To forge close links with our business partner and the local post 16 providers. To use the Gatsby indicators to analyse the careers programme and identify areas for improvement.

Key Responsibilities

Key Areas	Tasks
Liaising with the Assistant Headteacher on appropriate policy, priorities and resources for developing careers education and guidance	<p>Develop a policy for IAG which satisfies national requirements and guidance, and local needs</p> <p>Support the planning, implementation and evaluation of a IAG improvement plan linked to the school priorities</p> <p>Interpret national initiatives, research and inspection findings for the benefit of the school</p>
Supporting the Assistant Head teacher on an appropriate model for integrating IAG in the curriculum	<p>Suggest how IAG should be provided for different groups</p> <p>Make links with other curriculum areas i.e. the alternative curriculum, PSHE etc.</p>
Keeping up to date with external changes and advising the Assistant Head teacher on how the school should respond	<p>Ensure that appropriate links are made between IAG and any new initiatives</p>
Ensuring the quality of careers education and guidance	<p>Evaluate major aspects of provision regularly and provide reports for senior managers and governors</p> <p>Refine and evaluate the IAG development plan</p>
Give excellent careers guidance to individuals and groups of students in all years 7-11	<p>Identify those most in need and prioritise interviews</p> <p>Identify those on the Roni list and at risk of being Neet and make sure they have all the advice needed</p>
Enabling parents and carers to give careers help to their own and other people’s children	<p>Inform parents and carers about what is planned in the careers programme and how they can help</p> <p>Be available for Parent Evenings related to progression routes such as Options evenings for year 8 and 9</p>

Developing and maintaining links with business and community partners	Organise and support work-related learning activities for each group through Personal Development Days and within the curriculum Maintain a network of useful business and community contacts Support local careers conventions for young people
Developing and maintaining links with local schools and colleges in order to facilitate young people's transitions	Assist the Assistant Head teacher to organise talks for students about 6th form, College or apprenticeships Attend the 6th form Open evening for yr 11s
Planning and contributing, where appropriate, to the delivery of careers education activities	Organise specific careers education activities, e.g. work experience preparation, mock interviews and follow-up
Developing careers information	Develop and maintain careers pages on the school website and intranet Display careers information around the school.

RWBAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section Three Paragraph 35).

Knowledge & Experience:

- Level 6 qualification degree level or equivalent in a careers guidance or related subject.
- Good communication skills and experience of working with young people
- Experience of delivering Careers Advice and Guidance within schools
- Experience of organizing and running a work experience programme
- Ability to work independently
- Flexibility
- Able to work on own initiative
- Organised
- Good understanding of the current educational system both at secondary and college level
- Knowledge of the Gatsby benchmarks

Decision Making:

Ability to use own initiative and ability to make decisions, will be a level of checking on big decisions with the AHT.

Contacts and Relationships

- Teachers, supports & staff daily access
- FE and other training providers, businesses regularly
- Will help produce reports for the Governing Board

Creativity & Innovation:

The post holder is empowered and expected to identify service improvements within all areas of their work, in consultation with their line manager, to ensure efficient working practices.

Work Context	
Good working conditions, some pressure from working to demands of role and especially at peak points such as careers days.	
Financial Responsibility	
None	
<p>In accordance with the provisions of the Data Protection Act 1998 and GDPR 2018 jobholders should take reasonable care to ensure that personal data is not disclosed outside the academy's procedures, or use personal data held on others for their own purposes.</p> <p>In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the academy's procedures.</p> <p>In accordance with the provisions of the Health & Safety at Work etc Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the academy to enable it to comply with its statutory duties for health & safety.</p> <p>You must work in accordance with training or instruction given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.</p> <p>You must ensure you undertake responsibilities relating to your position as detailed within the academy's Health & Safety Policy.</p> <p>Undertaking any other duties that can be accommodated within the grading level of the post.</p> <p>NOTE:</p> <p>This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the academy, always in consultation with the postholder</p>	
Employee Signature:	
Print Name:	Date
Line Manager's Signature	
Print Name:	Date:

All job descriptions, where necessary, to be reviewed annually.

*This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.
Staff must work in accordance with the South West Child Protection procedures and Child Protection/safeguarding Policy and understand their role within that Policy.*