



West Park

'A caring school where we put pupils and their achievement first'

Job Description

Careers Advisor

Grade: NJC Scales points 18 -22

Responsible to: Careers Leader and Senior Leadership Team

JOB PURPOSE

The Careers Advisor will take lead responsibility and accountability for the delivery of our school's programme of careers education, advice and guidance.

SPECIFIC RESPONSIBILITIES

- Provide career education, information, advice, and guidance to pupils to support their choices and future educational / career aspirations and progression, including liaising with other internal and external providers.
- Develop, deliver and evaluate an annual operational plan for CEIAG under Gatsby Benchmark 8, align this to the whole of the Gatsby Benchmarks, and link to School priorities and pupil needs in consultation with the Careers Leader and the school as a whole to reflect national and local
- Representing the school at the local CEIAG network meeting and providing updates and feedback to SLT as appropriate.
- Liaise with HoY, LAC and SEND teams, Post-16 & Post-18 institutions to provide the operational plan for CEIAG for pupils under the guidance of the Careers Leader and Careers SLT.
- Plan, deliver, and evaluate appropriate models for integrating CEIAG into the curriculum (liaising Careers Leader and Assistant Head responsible for Careers) and providing proper programmes of study.
- Liaise with HoY, LAC and SEND teams to provide a prioritised schedule of interviews for pupils.
- Support the after-school 'drop in' Careers club for parents, carers and families.
- Evaluate major aspects of provision and provide reports for the HoY, LAC, and SEND teams, the Careers Leader, and the Careers SLT.
- Maintain effective communication with pupils, staff and stakeholders by liaising with HoY, LAC and SEND teams, Post-16 & Post-18 institutions.

- Effective and relevant displays /communication.
- As appropriate, involvement in school events, such as careers fairs, industry days, employers' engagements, and parents' evenings.
- To provide accurate annual statistics for the school, including tracking and reporting pupil destinations, recruitment, and retention for Post-16.
- Identify potential NEETS and refer to Careers Leader for specialist support and work with and support pupils to secure Post-16 provision.

GENERAL RESPONSIBILITIES

- To work cooperatively with the wider West Park staff team.
- To work cooperatively with external agencies.
- Work carried out must accord with current legislation and/or regulations.
- All employees have a responsibility for their own safety and must not endanger that of colleagues/visitors in the workplace.
- You may also be required to undertake other duties commensurate with your grade in relation to a post of this nature.