

JOB DESCRIPTION

DIVISION:	Support Staff
GRADE:	BAND 7 (SPC 14-17)
RESPONSIBLE TO:	Assistant Principle for Careers and Careers Lead
POST REFERENCE:	CAREERS ADVISOR

Purpose of Post

1. To effectively contribute to the careers provision across Carmel College
2. To provide impartial Careers Education, Information, Advice and Guidance (CEIAG) to learners, potential learners and other key stakeholders such as employers and external partners.

Main Duties and Responsibilities at Band 7

1. Plan a systematic and structured career offer including careers interviews and follow up for students in Years 9, 11 and 13.
2. Manage an allocated caseload ensuring individuals receive regular reviews and action planning to support them to effectively progress into Education, Employment or Training
3. To promote, organise and arrange work experience for all students in Year 12. Ensuring the timely and accurate completion of health and safety risk assessments on voluntary or work placements as appropriate.
4. To support Carmel College Sixth Form students with UCAS application process
5. To gather student data as required e.g. NEET information, and respond to need as it identifies.
6. To lead the development of a programme of study and appropriate resources for the careers strand of the PSHE programme.
7. Day to day management, control and operation of the careers strand of the PSHE programme, including effective deployment of staff and physical resources.

8. Coordinate and produce promotional resources in relation to the careers provision including Termly Careers Newsletters.
9. Responsible for monitoring and updating information regarding caseload through agreed departmental policies, procedures and systems with monitoring information to internal officers and external funders.
10. Support the Careers Lead on aspects of quality improvement in relation to careers including relevant CPD sessions for IAG Advisers and quality audits of completed Individual Career Plans.
11. Participate and support in an annual evaluation of the careers provision against the Gatsby Post 18 Career Benchmarks and other Government Policies/Strategies.
12. Engage employers and stakeholders to promote external engagement and then effectively develop and implement specific programmes such as employer hosted events.
13. Responsible in conjunction with the Careers Lead, for implementing and maintaining monitoring and administrative systems.
14. Deliver and organise engaging, impactful employability and career enrichment activities within and outside of the curriculum including Guest Speakers.
15. Effectively promote the service through attendance at relevant events or meetings which raise the profile of the activities, courses and projects.
16. Coordinate the embedding of careers activity into the curriculum to meet Ofsted requirements by working collaboratively with internal and external stakeholders such as teaching staff, local employers and National Careers Service.
17. Any other duties of a related nature which might reasonably be required and allocated by the Assistant Principle for Careers and Careers Lead.