



CHESTNUT GROVE JOB DESCRIPTION

CAREERS ADVISOR

Grade:	Scale 6 point 18 (18-20)
Contract:	Permanent Term time only (38 weeks a year) 2 days a week (11.4 hours pw) 8.30am-4pm
Conditions:	Support Staff National Pay & Conditions
Reports To:	The post is professionally responsible to the Headteacher but will report to and be directed by the Assistant Head (i.c Careers)
Location:	This post will be working across the school

Context

Chestnut Grove Academy is a high performing convert academy with a student capacity of 1300 students which prides itself on enabling students of all abilities and backgrounds to reach their potential. Academic success is a key strength of the academy with strong performance at both GCSE and A Level.

Our learning environment has been transformed with state of the art facilities for both staff and students as a result of completing a major multi-million pound building programme.

Chestnut Grove Academy is part of the Wandle Learning Trust. A Multi-Academy Trust which builds on the success of the Wandle Learning Partnership, of which we are the lead strategic partner with Chesterton Primary School.

Purpose of the job

To provide professional career guidance services across Years 9 to 13, including personal guidance interviews in order to improve students skills, knowledge and understanding for career planning and management. Working closely with our students to understand their interests, skills and goals and implement a personalise programme and resources.

Main Responsibilities

- To design, oversee and implement a career guidance and progression programme, including Year 9 option choices, post-16 application support, progression interviews and completion of references.
- To have a data driven approach to generate and maintain students' record in support of guidance interviews and summary of agreed actions/action plans, ensuring the school fulfils the Gatsby Benchmarks/CEIAG through this tracking.
- To liaise with a range of external agencies, including guest speakers and co-ordinating their sessions with appropriate students.

- Monitor and report on the impact of our career provision, including work experience and post-16 destination data.
- Assist the Assistant Head in the organisation, delivery and publication of careers provision and annual events including:
 - Careers Fair
 - Careers Talks
 - Drop-in tutor times with students
- To involve parents and carers, where relevant, in our career guidance programme and support provided to their child.
- To attend Parents' Evenings/Options Evenings, to allow students and parents access to relevant up-to-date Careers Guidance.
- To build and establish a resource base for careers information and other support resources through school alumni
- Liaise with Raising Standards Leaders, Form Tutors and Inclusion, in identifying students requiring additional support.
- Assisting with Year 10 and 12 Work Experience placements, where required.

Other Key Responsibilities

- To ensure that line managers or senior management are made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To be fully aware of and understand the duties and responsibilities from the Children's Act 2004 and working together in relation to child protection and safeguarding children, young people and vulnerable adults.
- To be aware of the principles of safeguarding as they apply to vulnerable children
- To be aware of and support difference and ensure equal opportunities for all.
- To play a full part in the life of the school community, to support its ethos and to encourage students, staff and colleagues to do the same.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings, as required.
- To engage actively with the performance review process and take responsibility for own development.
- To undertake any other duties in the school if directed and to comply with any reasonable request from the Headteacher or SLT to undertake work of a similar level.
- To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety; ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

PERSON SPECIFICATION:

Qualifications, experience and knowledge.

- Level 6 Qualification in Careers Guidance
- Minimum GCSE pass in English and Maths
- Experience of working with young people
- Experience of working within an educational environment

Competencies & Skills

- Knowledge of the Code of Ethics from the Careers Development Institute (CDI)
- Proficiency with Microsoft Office, including Word and Excel
- Excellent oral and written communication skills;

- Excellent organisational and administrative skills;
- Evidence of the ability to work to high standards of accuracy, including the ability to analyse data and work methodically, with a meticulous eye for detail;
- Excellent time management skills, able to work under pressure while maintaining own effectiveness.
- Ability to build effective working relationships with staff and other stakeholders

Personal attributes

- The ability to be pro-active within a team, working effectively with a range of styles and personalities;
- Honesty, integrity and reliability in the handling of sensitive and confidential documents/information;
- Ability to work successfully with staff, students and parents, at all levels.
- Willingness and ability to be adaptable and work flexibly, when required.
- Ability to empathise and communicate with young people.
- Ability to understand and work within the culture of Chestnut Grove, including opportunities and challenges presented by that culture
- Ability to display resilience under pressure.
- Willingness to participate actively in the wider life of the school.
- An excellent record of attendance and punctuality.

Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development through multi -skilling and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.