

## **JOB DESCRIPTION: CAREERS ADVISOR**

Are you a level 6 qualified careers advisor with recent experience of working with school students? Are you committed to using careers advice and guidance to support young people in making informed choices about their future?

### **Main duties and responsibilities:**

- Providing one-on-one career guidance to students, helping them identify their goals and aspirations, and supporting them to make informed choices about their future.
- Working with SEND / at risk students undertaking one to one interviews offering ongoing support, attending SEN reviews as appropriate.
- Undertaking Guidance Interviews for 16 to 19 provision.
- Conducting assessments and evaluations to understand each student's unique strengths and interests.
- Maintaining accurate records of student interactions and progress.
- Keeping abreast of pathways and University applications, professional routes, apprenticeships and other destinations as applicable to increase the understanding of employability options for students.
- Connecting students with relevant resources, internship opportunities, and external organisations.
- Keeping abreast of the latest industry trends and labour market information to provide up-to-date advice.
- Assisting the Careers Leader in delivering workshops and presentations on career planning, job search strategies, and interview preparation.
- Assisting the Careers Leader in collaborating with academic staff to align career development with the curriculum.
- Attending events such as school career fairs and some parents' evenings.
- Helping to build strong relationships with local employers to facilitate work placements and job opportunities for students.

Note: Job descriptions may be subject to change, and employees are expected to comply with reasonable requests from the Principal or Senior Leadership Team.

### **Ideally you will have:**

- A minimum of level 6 or 7 qualification in Careers Advisory services such as a Level 6 Diploma in Careers Education and Guidance (CEG)
- GCSEs in English and Maths or level 2 equivalents
- Recent experience working as a careers advice in a secondary school environment
- Recent experience undertaking one to one interviews and writing SMART career action plans
- Excellent LMI knowledge
- A proven track record of consistently good / outstanding advisory support
- The ability to engage, inspire and motivate young people
- Excellent report writing, administration, IT, organisation and time keeping skills

The successful candidate will be required to take a mandatory online Safeguarding Course which is certificated and is of approximately 30 minutes duration.

*Graveney Trust is committed to safeguarding and ensuring the well-being and safety of staff and students. All our employees, volunteers and contractors share this commitment and we will carry out Enhanced DBS checks for all appointments as well ensuring that our rigorous pre-recruitment checks are strictly adhered to. We foster an inclusive culture that promotes equality of opportunity and values diversity creating an environment where the rights and dignity of all members of our community are respected. We promote a culture that allows staff to grow and flourish, regardless of age, disability, gender identity or expression, race, religion or belief, sex, or sexual orientation.*