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| **Ernest Bevin College****Job Description** **Salary: Scale 4 Point 7-10** **Term Time Only + 5 days in August (40 weeks)** |

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| Title: Pastoral Careers Officer | **Salary Scale:** As above |
| **Supported by and reporting to**: Senior Leader  | **Assisted By:** Teaching and support staff  |

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| **Personal and Professional Conduct**  | * Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries.
* Have regard to the need to safeguard students’ well-being, in accordance with statutory provisions.
* Show tolerance of and respect for the rights of others.
* Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
* Ensure that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law.
* Have a proper and professional regard for the ethos, policies and practice of the college, and maintain high standards in their own attendance and punctuality.
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| **Set high expectations which inspire, motivate and challenge students** | * Establish a safe and stimulating environment for students, rooted in mutual respect.
* Demonstrate consistently the positive attitudes, values and behaviour which are expected of students.
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| **Main Responsibilities**  | **Careers*** To work alongside the senior leader in charge of Careers to implement and deliver a robust careers offer that supports students to find suitable and aspirational destinations.
* To provide a school-based Careers service, handling emails, phone calls, face to face (drop-in and pre booked appointments).
* To support with planning and delivery of careers events, including careers-related trips.
* To hold 1:1 or small group interviews with students. Offering accurate and relevant information, advice and guidance on CV, applications, job hunting and interview techniques.
* To help students identify skills gaps and how to deal with them.
* To help students to create action plans for employment, education and training and supporting them to achieve these goals.
* To ensure effective signposting of enquirers to appropriate services where appropriate.
* To support the promotion of employability and work experience, e.g. volunteering opportunities, internships and job opportunities.
* To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
* To liaise with academic and professional service departments and third parties to provide a joined-up service to students.
* To undertake appropriate staff development and professional training in line with the business objectives of EBC.
* To work within the policies of Health and Safety and Equal Opportunities.
* To maintain accurate records relation to student interviews.

**Safeguarding*** Will provide general administration support for Safeguarding provisions within the college.
* To be aware of the key safeguarding concern in the college and support the management of those cases.
* To attend the weekly safeguarding meeting and maintain notes of a high standard.
* To keep abreast of their own safeguarding training requirements.
* To work with the Attendance and Welfare Officer on identified key students

**Pastoral*** To support the monitoring of attendance and punctuality of key students to ensure they are attending college regularly and attending college and lessons promptly.
* To ensure that students not attending college are provided with appropriate work
* To be able to mentor students who are experiencing difficulties and to develop appropriate strategies for support.
* To adopt the keyworker role for named students, to include monitoring their progress, attending any relevant meetings and reporting any concerns to the SENCO and Heads of Year
* To work with a range of teaching and non-teaching staff such as the SEN Department, class teachers, Education Welfare Service and other external agency professionals, to ensure that the needs of all our students are met.
* To work as part of a team to lead in the referral room.
* To provide information, advice and structured intervention to enable students to make positive choices about their behaviour, attendance and social interactions
* To develop strong links between the college and families in order to improve educational opportunities for students and to promote a positive attitude towards College
* To maintain contact with families/carers of students; to keep them informed of the students’ needs and progress and to secure positive family support and involvement
* To support the mentoring and counselling initiatives in the college, and to provide relevant information when needed
* To contribute to rewarding student success in a variety of different ways, for those students who make significant progress in terms of educational achievement or improvements in behaviour
* To organise and participate in key events, such as Parents’ Evenings, Welcome Events, Information and Celebration events.
* To make effective use of relevant ICT software to log information ensuring that student records are kept up to date
* To be aware of and comply with policies and procedures of the college, including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
* To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with college policies and relevant legislation
* To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role.
* To undertake within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post or as directed by the Principal or member of the Senior Leadership Team
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Work Hours – 36 hours PW, Monday to Friday. In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

This job description does not direct the particular amount of time to be spent on carrying out the above duties and responsibilities and no part of it may be so constructed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendments at any time after consultation with the post holder.

**January 2023**

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| **Ernest Bevin College****Pastoral Careers Officer** **Person Specification** **Salary: Scale 4 Point 7-10** **Term Time only + 5 days in August (40 Weeks Per Year)** |

Reporting to: Senior Leader

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | * 5 or more GCSE’s (including English and Maths) at grade C/4 or higher, or the

equivalent | * To be educated to degree level in relevant subject
* Evidence of further study and CPD
* IAG level 4+ (fully qualified guidance advisers are Level 6)
* Qualification in careers advice
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| **EXPERIENCE** | * Successful experience of managing confidentiality
* Experience relevant to the role
 | * Experience of leading projects/initiatives in a whole school setting
* Experience of working with children and young people in a paid or unpaid role
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| **KNOWLEDGE AND SKILLS** | * Knowledge of the content, structure and processes of the role
* Represent the College on or off site and have an understanding of the importance of the College within the community
* Use initiative, and have well developed incisive analytical and problem-solving skills
* Monitor and evaluate procedures effectively
* Communicate effectively with students, parents and other colleagues at all levels orally and in writing
* Work under pressure
* Organise and develop effective systems
* Relate to young people
* Take initiative and work independently
* Work to high levels of accuracy
* Prioritise and plan to ensure completion of tasks
* Good negotiating skills
* Good level of skills in relation to MS Office packages, including Word and Excel.
* Able to interpret data
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| **PERSONAL QUALITIES AND CHARACTERISTICS**  | * Be innovative and creative in developing solutions
* A record of reliability and integrity
* Excellent attendance record
* Humour, optimism and ambition
* Self-motivated
* Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines
* To be able to understand and be committed to equal opportunities for all members of the College community
* A commitment to safeguarding and promoting the welfare of children.
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| **SPECIFIC TO THE POST**  | * A commitment to target setting and the monitoring of progress towards such targets.
* A commitment to development planning and development of effective monitoring and evaluating strategies
* An awareness of the importance of confidentiality and data protection.
* Conversant with relevant educational issues and developments within the specific field but also in more general areas
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**January 2023**