

## Careers Adviser

**Job Title:** Careers Adviser  
**Reports to:** Service Manager  
**Location:** East of England

### Purpose

To provide one to one careers Information, Advice and Guidance to young people within schools.

### Main Duties and Responsibilities

1. Supporting the school in delivering a robust careers offer across year groups, ensuring that the school is working towards the Gatsby Benchmarks
2. Providing 1-1 careers information, advice and guidance to students
3. Producing careers action plans and record information in line with school requirements
4. Organising and delivering small and large group sessions/activities on a range of topics for example:
  - a. option choice at each key transition stage
  - b. CV and job application workshops
  - c. career choice
  - d. labour market information
  - e. post 16 & 18 options
5. Supporting careers education / work related learning within the schools
6. Organising and delivering career events in collaboration with other staff
7. Establishing and maintaining effective working relationships with schools staff and other professionals supporting the schools careers offer
8. Making use of ICT in undertaking the duties of the role and as required in the course of your employment
9. Attending parent's evenings to provide Careers IAG to young people and support their parents/ carers
10. Update Service Manager (Prospects) on a monthly basis the days delivered, flagging up any issues with delivery in a timely manner
11. Complete a termly progress review template at the end of the Autumn Term, highlighting days delivered, activities, issues etc. To be submitted to Service Manager (Prospects).
12. To be pro-active in looking for opportunities to upsell the service and potentially increase revenue.

13. To provide students, accessing our service, the opportunity to complete the online evaluation survey. Analysis of this data will be feedback to the school on a termly basis in addition to yourself.
14. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
15. Undertake appropriate self-assessment and training to enhance and develop the Careers Adviser role.
16. Any other duties appropriate to the level of the post

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy, and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p><b>Person Specification</b>  <b>Job Title: Careers Adviser</b>  (E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Hold, as a minimum a Level 6 Diploma in Careers Information or equivalent (E)</li> <li>• Willing to undertake professional training to maintain standards (E)</li> <li>• Education to graduate level or equivalent (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience in delivery of careers advice to young people, individually or in groups, ideally in a school setting (E)</li> <li>• A thorough understanding of the Gatsby Benchmarks and their impact on a school's career programme (E)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• High level of competency, effective operation and use of ICT including its wider application. For example virtual meetings e.g. Microsoft Teams (E)</li> <li>• Skilled and competent in delivering careers advice in a range of settings and through a range of delivery modes (E)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• To be a self-starter, taking responsibility for planning your own work (E)</li> <li>• To be solutions focus and proactive in overcoming potential challenges that may present themselves in a busy secondary school (E)</li> <li>• To be professional and credible with the ability to quickly demonstrate value and expertise with staff and students within the school (E)</li> <li>• Able to work flexible hours at evenings if required e.g. parents evening (E)</li> <li>• Excellent communication and presentation skills (E)</li> <li>• Commitment to delivering quality services (E)</li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people (E)</li> <li>• This post requires a Disclosure and Barring Service Check at an Enhanced level (E)</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E).</li> </ul>