

## Job Description – Careers Adviser

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Post	Careers Adviser (Schools)
Job Purpose	To provide Careers Information, Advice and Guidance to young people in secondary schools and Pupil Referral Units
Salary	As per contract of employment
Location	As contract of employment
Line Manager	Service Manager
CRB Disclosure	Enhanced

To comply with and understand Prospects safe guarding policy and procedures and take action as appropriate in relation to children and vulnerable groups regarding matters of safety, protection and wellbeing.

### Job Description:

The emphasis on duties may vary depending on the work location and the individual agreements with institutions but relate broadly to the delivery of contracts for the provision of careers information advice and guidance in schools/ colleges.

Typical duties may include:

1. Providing one – to- one - careers information, advice and guidance to young people in secondary schools
2. Producing Careers Action Plans and recording information in line with school requirements
3. Organising and delivering small and large group sessions/activities on a range of topics for example :
  - option choice at each key transition stage
  - career choice
  - labour market information
  - further and higher education opportunities
  - collapsed timetable days
4. Supporting careers education / work related learning in the institution
5. Organising and delivering collapsed timetable / large events in the institution in collaboration with other staff

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6. Establishing and maintaining effective working relationships with institution staff and other professionals working with the institution to exchange information and observe agreed protocols on referrals
7. Making use of ICT in undertaking the duties of the role and as required in the course of his/her employment
8. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices
9. Undertake appropriate self-assessment and training to enhance the Careers Adviser role
10. Attending parent's evenings to provide Careers IAG to young people and support their parents/ carers.
11. Any other duties appropriate to the level of the post

### **Personal Specification:**

- One of the following qualifications:
  - Diploma in Careers Guidance (Parts 1 &2)
  - Qualification in Careers Guidance (QCG)
  - Level 6 Diploma in Advice and Guidance
- Demonstrate an understanding of the requirement of working with young people in a professional capacity
- Experience of working with young people in secondary schools/ colleges
- Able to communicate effectively with individuals and groups using a variety of media
- Able to organise work targets and manage conflicting pressures and deadlines

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- Demonstrate an understanding and active commitment to equality and diversity
- Commitment to continuous professional development
- Ability to use ICT (Minimum requirement is an ability to use Word and follow instructions for the inputting and retrieval of information from a database)
- Able to work flexibly including working across a number of institutions and attending parents' evenings and other events in schools
- Take responsibility for planning their own work, ability to work independently while part of a team
- Commitment to quality improvement and innovation
- Able to establish effective interpersonal relationships with a range of people e.g. teachers, parents and young people
- Able to deliver against contract requirements.