



## The Yare Education Trust

<b>School:</b>	Thorpe St Andrew School and Sixth Form
<b>Job Title:</b>	Careers Advisor and Facilitator
<b>Scale:</b>	G - Term Time Plus Two Weeks
<b>Hours :</b>	37 Hours per Week to include evenings and holidays Advisor work and exams results days as required
<b>Responsible to:</b>	Director of Sixth Form Curriculum Leader - Careers and Senate/Assistant

### PURPOSE AND VISION

- To provide a high standard of operational support to the school and, by working flexibly with other school staff, ensure that duties are carried out efficiently and effectively. All staff are part of a whole Trust team and each individual is required to support the values and ethos of the school and the priorities as defined in the School Improvement and Development Plan. This will mean focussing on the needs of students, colleagues and parents and being flexible in a demanding environment.
- To plan and implement a strategy for developing a careers programme for the school that meets all eight of the Gatsby benchmarks of good practice and prepares young people for the choices and transitions in education, training and employment.

### PRINCIPAL DUTIES

- To provide 'good quality, impartial careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes' across all Key Stages. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)
- To develop, facilitate and organise the work experience programme with support from relevant Curriculum and BEST Teams under the guidance of the Curriculum Leader of Careers and the Director of Sixth Form. To co-ordinate all work experience administration with Norfolk County Council and other external agencies at Key Stage 4 and 5 including DBS administration.
- To carry out administrative duties as needed to share information and to review and evaluate the quality of provision of careers education and guidance, providing reports for the Senior Leadership Team (SLT) and Governors.
- To liaise and support an appropriate careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
- To meet and fulfil GATSBY benchmarks across Years 9 - 13 and introduce opportunities as appropriate at Years 7 - 8, including a programme of professionals delivering careers events in school or online relating to own area of work.
- To help in the delivery of IAG lessons and sessions as needed to classes across all key stages within the PSE programme and other curriculum areas as needed.

- To provide specific advice and guidance to potential NEET (Not in Education, Employment and Training) including:
  - keeping record of 'at risk' students
  - meeting, supporting and mentoring these students
  - supporting students with applications and interviews as required.
- To provide specific advice and guidance to aspirational Orbit students (across the school) including:
  - keeping a record of these students
  - seeking 'opportunities' for these students
  - working with the Orbit Team and others involved with these students.
- To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.

## **KEY TASKS**

### **Management**

- Planning lessons for careers education.
- Briefing and supporting teachers of careers education.
- Monitoring teaching and learning in careers education.
- Supporting tutors providing initial information and advice.
- Monitoring access to and take up of, careers guidance.
- Overseeing the work of the BEST Assistant - Sixth Form regarding careers and work experience.

### **Coordination**

- Managing the provision of careers information across the school.
- Liaising with the PSHE Leader, and other subject leaders, to plan careers education.
- Plan careers events across all key stages and within the curriculum as appropriate.
- Liaising with form tutors, mentors, Heads of Year, SENCO and Director/Heads of Sixth Form to identify students needing guidance and taking appropriate action.

### **Networking**

- Establishing and developing links with employers.
- Establishing and developing links with further education colleges, apprenticeship providers and universities.
- Negotiating a service level agreement with the Local Authority for support for vulnerable students.
- Commissioning careers guidance services.
- Managing links with external organisations.

## **GENERAL DUTIES AND RESPONSIBILITIES**

- To provide teaching cover in all subjects as required.
- Cover general enquiries during holidays when in school.
- To carry out online advisor meetings evenings and holidays and in school during these times as required for students and parents to support and guide them on their next steps. Particular focus with vulnerable students and those who could become NEET.
- To substitute for Curriculum Lead weekly due to Part time nature of this role.
- Respect confidential issues linked to home/students/teachers school work and to keep confidence as appropriate.
- Keep up to date with the Trust's procedures for safeguarding and child protection, reporting and concerns to a Designated Safeguarding Lead.

- Undertake any other duties which are within the scope of the post, as determined by the Principal, to meet the needs of the school.

## **APPRAISAL**

- All employees will participate in the Trust's arrangements for appraisal, professional development and any other arrangements for quality assurance and internal verification.

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.

July 2021