



**GEORGE
SALTER
ACADEMY**

“OneWorld
In OneSchool” ofsted

Careers Advisor - 37 hrs per week, term time only plus 2 weeks; SCP 26, £23,398 pro-rata

Closing Date for applications: Monday 19th March 2018 @ 12.00 noon

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We are a friendly, happy, vibrant 11-18 Academy serving a multi-cultural community and we wish to appoint an enthusiastic Careers Advisor.

- Do you hold Careers Advisor's qualification?
- Are you passionate about careers advice and guidance to support young people in making informed choices about their future?
- Do you have a proven track record of building a portfolio of businesses to host placements?

If so, we want to hear from you.

Experience of working in a school in a similar role would be advantageous but not essential.

To discuss the position or arrange a visit, please contact Rupi Bellingham, Assistant Principal, e-mail R.Bellingham@georgesalter.com

For an application form and further details please contact Satty Bhogal (H.R.) on 0121 553 4665 (Ext.263) or email satty.bhogal@georgesalter.com

George Salter Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Job Description

Responsible to: Assistant Principal – Curriculum and Standards

Responsible For: N/A

SCP: SCP 26

Hours of Work: 37 hours, Term-time plus 2 weeks

Special Conditions: Some evening work, such as parents evening, national events, external visits.

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:-

- To provide an inspiring and best practice careers service throughout the Academy.
- To provide engaging and interactive careers advice, guidance and support on subject options and post-school choices.
- To develop, implement a clear strategy for careers guidance in the Academy

Duties and responsibilities:-

- To deliver impartial careers information, advice, guidance and support to pupils
- To develop and deliver presentations and group learning through seminars, workshops and contribution to the tutorial programme in pupil career development from years 7 to 11 and Post16.
- To work with staff in local colleges and external agencies to organise and implement events which support the career development, progression and employability skills of pupils at the Academy
- To be a key contact for pupils college application forms and ensure all are completed
- To share in the corporate responsibility for the education and well-being of all pupils in accord with the Academy policies
- To deliver careers information advice, guidance and support to pupils, to assist them in exploring career ideas, reviewing options, establishing realistic career action plans and helping them to develop their employability skills and progression routes
- To provide the services above in a variety of ways, ranging from drop-in surgeries to intensive individual guidance face to face, via email, telephone, on – line and via web technologies
- To develop and deliver presentations and group learning through seminars, workshops and contribution to the tutorial programme
- To liaise with Curriculum Areas and other departments in relation to the planning and delivery of employability skills
- To design and develop relevant learning materials for staff and pupils taking account of new developments and good practice
- To liaise closely with relevant members of staff in order to maximise opportunities for pupils

- To work with the Line Manager to ensure that careers and employability activities organised by information, advice and guidance service remain within budget limits
- Ensure accurate and timely reporting as required
- To develop and implement review and evaluation strategies for the information advice and guidance service and the activities which the service is involved in
- To represent the school at relevant information, advice and guidance external meetings and events in the region

As Work Experience Coordinator:

- Organise, promote and co-ordinate all work experience activities.
- Responsible for the compilation and monitoring of the work experience database.
- Prepare a time schedule for the coordination of the whole work experience program.
- Ensure all posts for work experience are advertised on line via the student portal.
- Arrange and attend visits to companies to ensure a working agreement between the Academy and company is written.
- Liaise with external companies to secure and monitor work experience placements.
- Coordinate and be part of a team to interview students for Work Experience Placements, providing them with feedback and evaluation.
- Ensure that Health and Safety checks and systems are adhered to in a timely manner.
- Collection, collation and dissemination of work experience data.

Other duties:-

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use and development of ICT as required.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification – Careers Advisor

Category	Essential	Desirable	Method of Assessment
Qualification and Training	<ul style="list-style-type: none"> • Qualification in Careers Guidance (QCG) • Level 4 Diploma in Career Information and Advice or equivalent • A willingness to undertake appropriate Continuous Professional Development 	<ul style="list-style-type: none"> • Level 6 Diploma in Career Guidance and Development 	Application Form
Experience	<ul style="list-style-type: none"> • Substantial experience in careers education and guidance and/or related areas including graduate recruitment, training or apprenticeships • Excellent written communication skills with experience of writing information and guidance resources. • Experience of working with students in a supportive role. 	<ul style="list-style-type: none"> • Ideally experience of working within an educational facility or similar environment 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to attend relevant training 		Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Well-developed IT skills including Microsoft office • An understanding of & commitment to safeguarding and Child protection issues. • Ability to engage constructively with and relate to a wide range of young people and their families/carers. • Possess excellent communication skills • Highly organised with Well-developed time management skills. • Knowledge and understanding of FE and HE employability agenda • Knowledge of Apprenticeships and other training opportunities • Knowledge of careers and alternative education options 		Application Form and Interview
Personal Attributes	<ul style="list-style-type: none"> • Flexible Friendly, approachable and presentable manner, with the ability to communicate effectively with people at all levels • Ability to work independently and as part of a team • Commitment to equality of opportunity and the safeguarding and welfare of all students. 		Application Form and Interview.