

## Job Description

<b>Post Title:</b>	<b>Careers Coordinator and Advisor</b>
<b>Location:</b>	<b>Heanor Gate Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC 20–24, Actual Salary £23,361 to £26,113</b> <b>1 year in temporary in the first instance</b> <b>With a view to becoming permanent depending on structure</b>
<b>Hours of work:</b>	<b>Full Time, term time 39 weeks, plus 2 weeks</b>
<b>Reporting to:</b>	<b>Vice Principal, Careers Lead</b>

## Purpose of Role

Following the promotion of our previous Careers Lead to a more strategic post outside of the multi academy trust, we are looking for an enthusiastic and hardworking Careers Advisor to join Heanor Gate Spencer Academy. The successful candidate will play a key role in raising aspirations and supporting students to make informed choices about their future and achieve their career goals. Applicants must be qualified to a minimum of Level 4 and must be willing to work towards CIAG level 6 within 12 months.

To support the Vice Principal (current Careers Lead) in developing and maintaining an effective careers and work-related learning provision, which is regularly reviewed to ensure that the academy and students needs are met. To be responsible for the delivery of the school's programme of career advice and guidance and for ensuring that the school meets the Gatsby benchmarks and work towards the Career mark re-validation. To develop links with outside agencies, providers, business and employers to ensure our students have meaningful opportunities to explore future opportunities and experience the world of work.

## Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

## Main Duties and Responsibilities

- Be the operational lead for the academy's careers strategy
- Lead the planning and implementing of effective Careers Advice and Guidance sessions.
- Analyse destinations data and liaise with main post-16 providers.
- Plan and implement interventions for possible NEETs at both 16 and 18
- Support with the development of the careers programme, including research, support with schemes of work, session plans and resources for Key Stages 3, 4 and 5
- Support with planning, organisation and administration associated with careers immersion days, careers events in school, presentations and employer activities embedded across curriculum areas;
- Support with the organisation and facilitation of widening participation activities for students, including associated administration;
- Undertake other necessary duties as designated linked to careers, enterprise and employability

## General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
<ul style="list-style-type: none"> <li>• GCSE (grade A*–C) or equivalent, in English and maths</li> <li>• Level 4 Qualification in Careers Guidance (QCG).</li> <li>• Experience of planning, implementing and evaluating projects.</li> <li>• Experience of working with children/young people.</li> <li>• Experience/training in interviewing techniques and processes.</li> <li>• Level 6 Qualification in Careers Guidance (QCG).</li> <li>• Proven experience of working in industry/enterprise or developing productive links with businesses.</li> <li>• Experience of giving presentations to an audience.</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> <li>X</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> <li>X</li> </ul>
<b>Knowledge and skills</b>		
<ul style="list-style-type: none"> <li>• Strong verbal and written communication skills.</li> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information.</li> <li>• Ability to manage and deal with confidential data/issues appropriately.</li> <li>• Ability to proficiently use Office computer software and data bases.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, safeguarding.</li> <li>• Managing and monitoring a budget, and providing required reports.</li> <li>• Demonstrate a good understanding of different qualifications and the examination process.</li> <li>• Knowledge of work experience and or volunteering programmes/opportunities.</li> <li>• Working knowledge of the curriculum and work-related initiative.</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> <li>X</li> </ul>	<ul style="list-style-type: none"> <li>X</li> <li>X</li> <li>X</li> <li>X</li> </ul>

Personal qualities		
• Excellent interpersonal skills with the ability to maintain strict confidentiality.	X	
• Initiative and ability to prioritise own work and that of others to meet deadlines.	X	
• Able to follow direction and work in collaboration with the leadership team.	X	
• Able to work flexibly, adopt a hands-on approach and respond to unplanned situations.	X	
• Ability to evaluate own development needs and those of others and to address them.	X	
• Commitment to the highest standards of child protection and safeguarding.	X	
• Recognition of the importance of personal responsibility for health and safety.	X	
• Commitment to the Trust's ethos, aims and whole community.	X	
• Ability to listen and show empathy.	X	
• Ability to show initiative when under pressure.	X	
• Able to follow direction and work in collaboration with line manager and the leadership team.	X	
• Ability to build and form good relationships with students, colleagues and other professionals.	X	
• Team player.	X	
• Ability to improve own practice/knowledge through self-evaluation and learning from others.	X	
• Commitment to the highest standards of child protection and safeguarding.	X	
• Recognition of the importance of personal responsibility for health and safety.	X	
• Commitment to the school's ethos, aims and its whole community.	X	