



CHIPPING NORTON SCHOOL

JOB DESCRIPTION

CAREERS ADVISOR

Job Title:	Careers Advisor
Reporting To:	Simon Parker (Careers Lead)
Line Management:	Not Applicable
Salary	Grade 8 (Pro Rata - 0.5 – 22 hours per week) (Term Time Only) Currently: £25,481 to £27,741.

JOB PURPOSE:

To work closely with the careers lead and guidance team to provide secure high quality access to careers interviews and work experience.

KEY RESPONSIBILITIES:

- To conduct at least one careers interviews for all year 11 and sixth form students (approximately 250 students per year).
- To play a key role in the delivery of Year 10 work experience including preparing all relevant supporting paperwork and documentation in relation to the work placement process.
- Supporting Year 12 in finding suitable work experience placements.
- Contributing to the delivery of an excellent CEIAG programme within Chipping Norton School.

GENERAL DUTIES:

- To work with further education establishments, training providers, universities, and other organisations to access up-to-date and relevant information in order to provide impartial information, advice and guidance to students that is appropriate to their needs.
- To maintain appropriate records and to provide relevant accurate and up to date information of each student's interview, including agreed action and ensure those actions are monitored.
- To provide more than one interview, by agreement with the careers lead, to any student for whom more frequent or revised careers interviews are deemed necessary.

- To work closely with the careers lead to provide a high quality careers education, information and guidance programme, where appropriate in partnership with external agencies.
- To offer additional advice (or early interviews) on careers opportunities, including at key transitional points.
- To be the schools' CEIAG co-representative (with the Careers Lead) working with recognised outside agencies.
- To ensure appropriate, up to date resources, are available for students.
- To record all career activities on appropriate systems (Unifrog).
- To create, develop and foster relationships with partner agencies regarding work placement opportunities.
- To be the first point of contact for students on work placements, and the employers.
- To work very closely with the guidance and SEN teams to (i) provide personal support to students (especially the more vulnerable) to ensure they gain the maximum benefit from their placements, (ii) ensure that any support needs are identified prior to the placement and that plans are in place to meet those needs.
- To jointly support (with the Careers Lead) any tutors working with students in their preparation for, and during, placements.
- To maintain the school's work experience database of employers, including evidence of insurance
- To maintain an up to date generic or bespoke risk assessment for work experience placements
- To ensure that placements have been checked and approved; ensuring all health and safety assessments have been completed.
- To undertake any available training opportunities.
- To advertise careers events to key stage 3 and key stage 4 students via various communication routes.

NOTES:

- By agreement with the Careers Lead, the post holder is permitted to work flexibly over each 12 month period, as long as they do not exceed 36 hours per week or seek absence during periods critical to the delivery of the CEIAG programme – for example around the work experience period.
- 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 will be 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.
- In addition, the post holder will be required to:
 - Adhere to the school's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
 - Work in accordance with the Data Protection Act.
 - Provide a healthy and comfortable working environment, smoking is strictly prohibited.
 - This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the school. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- The performance of all the duties and responsibilities shown above will be under the reasonable direction of the Headteacher; and the Headteacher or other Senior Leader if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post. This job description will be reviewed bi-annually and any changes will be subject to consultation

SAFER RECRUITMENT STATEMENT:

Chipping Norton School and the River Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one from current/latest employer) and evidence of the formal qualifications required for the role. Chipping Norton School is an equal opportunities employer.

Last Updated: May 2021

NAME PRINTED:	
SIGNED:	
DATED:	



CHIPPING NORTON SCHOOL

PERSON SPECIFICATION

CAREERS ADVISOR

Elements required to undertake the job are provided under specific headings. Each element is essential or desirable as indicated by an E or D in the "E/D" column.

CODE:

- E/D Essential or Desirable
A Application form
I Interview/presentation
R References

How the evidence will be tested / gathered is indicated in the final three columns.

A	TRAINING & QUALIFICATIONS	E or D?	A	I	R
1.	Educated to at least GCSE Grade C (4) or equivalent in English and Mathematics	E	✓	✓	✓
2.	Educated to Level 3	E	✓	✓	✓
3.	Diploma in Careers Guidance or other relevant careers qualification at Level 6.	E	✓	✓	✓
4.	National Examination Board in Occupational Safety and Health training / certificate.	D	✓	✓	✓
B	EXPERIENCE		A	I	R
1.	Proven record of working successfully and flexibly within an educational establishment.	E	✓	✓	✓
2.	Proven communication and administrative skills experience, including problem solving, taking initiative and sharing information to work as an effective team player within the school.	E	✓	✓	✓
3.	Experience of working as part of a wider team.	E	✓	✓	✓

4.	Experience of working with young people with a commitment to the highest standards of child protection.	E	✓	✓	✓
5.	Experience of building links between the education and employment sectors and providing equal opportunities for younger people.	E	✓	✓	✓
6.	Experience of working with Further Education outreach departments.	E	✓	✓	✓
C PROFESSIONAL KNOWLEDGE & UNDERSTANDING					
1.	A strong understanding of Microsoft 365 software packages. and social media platforms	E	✓	✓	✓
2.	A strong understanding of the Google Suite and social media platforms.	D	✓	✓	✓
3.	Experience of delivering CEIAG.	E	✓	✓	✓
4.	A solid knowledge of school information management systems, for example, SIMS.	D	✓	✓	✓
5.	A strong understanding of Unifrog Careers software.	D	✓	✓	✓
D PERSONAL SKILLS & ATTRIBUTES			A	I	R
1.	Committed to the principle that a student with clear career goals is more likely to engage and succeed in school.	E	✓	✓	✓
2.	Committed to the school's goal of securing all of the Gatsby Benchmarks.	E	✓	✓	✓
3.	High expectations of students and colleagues.	E	✓	✓	✓
4.	Problem solving mind-set: focusses on solutions to problems.	E	✓	✓	✓
5.	Seeks career progression and promotion.	D	✓	✓	✓