

PURBROOK PARK SCHOOL - JOB DESCRIPTION
CAREERS ADVISOR



Job Title: Careers Advisor

Responsible to: Lead Practitioner for PDL

Curriculum

- To organise and contact providers to attend year 10/11 Meet the Tutor Evening and other key school events.
- Manage the provision of guidance of 1:1 sessions
- Organise and lead one to one sessions in years 9 – 11 to provide comprehensive careers guidance enabling pupils to make decisions about post-16 options
- Manage the Work Experience platform on Unifrog by updating and monitoring work placements for year 10 pupils, making contact with employers and sourcing potential placements for pupils.
- Using Unifrog to record interactions and events for pupils, recording against the Gatsby benchmarks.
- To assist the Careers Lead Teacher in organising and making contact with providers to run year group events, ie employer speed network day, careers fair, mock interviews etc

Monitoring and Evaluation

- WEX placements
- 1:1 guidance sessions

Linking with Agencies

- Liaison with local industry about their involvement in the Careers Education Programme, (visits, work experience, mock interview day, job information, job opportunities, applications and references etc)
- Liaison with School Press Officer over articles for local newspapers
- Ensure liaison with local Colleges/Connexions, PA Careers about progression, and pupil destinations, (course information, link courses, student tasters, parents events, applications, references, visits)
- Administration
- Ensure – with the Yr 10 Pastoral Team – the transmission of all forms and information, including copies of Employer Report forms for work experience providers and H& S Information and upload to Unifrog.
- Liaise with the person responsible for the Calendar reference future dates for WEX
- Manage and organise work experience

Communication

- Establish links with local employers and post 16 providers of education and training
- Inform the Head of year 10 regarding the very small number of pupils not going on work experience or those who return early
- Update and liaise with Personal Development Lead Practitioner where appropriate for SLT updates.

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IT

- Be part of a team developing the school website in relation to Careers and Vocational Education.

Key Decision-Making Areas in the Role

- Prioritise and organise the delivery of 1:1 guidance to specific groups of pupils ensuring all pupils have had a guidance session by the time they reach Year 11 in December.
- The organisation of WEX materials on Unifrog

Role Dimensions – financial (e.g. budgets) and non-financial units (e.g. workload, customers/staff)

- Time management of own workload
- Ordering of resources
- Delivery of 1:1 Careers guidance

Main Contacts – external/internal customer contacts and purpose

External

Local Employers – To discuss work experience

School Press Officer – to discuss articles for local press

Parents – to discuss individual pupils requirements regarding careers and work experience.

Internal

Careers Lead Teacher and Personal Development Lead Practitioner - to keep informed of key priorities and deadlines

Tutors/pastoral team - to raise concerns of individual pupils regarding college applications and WEX

Pupils – to be one of the contacts for career and work experience queries

Working Conditions – environmental and physical factors, physical effort or strain and frequency of occurrence.

School based with occasional meetings externally

Role requirements for operational effectiveness.

Please state the essential skills, qualifications and types of experience which are required for operationally effective service delivery. Additional and desirable, attributes or qualifications, e.g. a degree or membership of a professional body should only be included, where the employing department believes that the role cannot be effectively performed without it.

- Ability to communicate with a range of people at all levels
- Excellent organisational skills
- Knowledge and understanding of the statutory careers education, WRL and enterprise requirements
- Networking skills
- Time and project management skills

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Context/Additional Information

A background in the education or careers service is essential. Some prior training in these fields would give the individual a sound knowledge and experience which would provide a firm foundation for the role. A formal qualification in careers education would be advisable.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.