COPLESTON HIGH SCHOOL

JOB DESCRIPTION

**POST HOLDER:**

**POST: Careers Advisor**

**GRADE: 5 above the bar**

**LINE MANAGER:**

**RESPONSIBLE FOR: Independent IAG Specialist and Work Experience Administrator**

**HOURS: 37 hours per week, 42 weeks per year**

**Working hours will be flexible to meet the needs of the role**

**JOB PURPOSE: The post holder will be in charge of IAG and Employer Engagement. This role is critical in growing employer engagement at Copleston. You will be responsible for mapping out the overall employer engagement strategy in order to deliver Copleston’s Vision to prepare young people for the world of work. You will liaise with a large and diverse range of staff at all levels. You will map the broad range of business stakeholders required to deliver employer engagement, inspire and engage these stakeholders in the school’s programmes including Work Experience, job talks and the Mentoring Programmes.**

**Identified responsibilities as Head of IAG and Employer Engagement**

As Head of IAG and Employer Engagement you will be required to develop a service which creates, promotes and delivers work based opportunities for young people.

**Responsibilities include:**

**Delivery**

* To have overall responsibility for planning systematic careers offer for students in Yrs 7-13.
* Manage the provision of careers and labour market information.
* Manage the career section of the school’s website.
* Liaise with tutorial managers, mentors and SENCO to identify students needing guidance.
* rovide impartial information, advice and guidance to individuals and to groups of students in relation to all aspects of their progression planning.
* Interview students either one to one or in small groups, recording interviews and advice given on student action plan. Plan mock interviews,
* Assist students to draw up action plans for employment through apprenticeships, education and training and supporting them to achieve their goals.
* The management and administration post-16 applications.
* Maintain the Careers resources.
* Assist in the planning and organising of careers related activities in school.
* Input relevant data onto the school’s Management Information System.
* Circulate documentation to the relevant staff.
* Work with the Data Manager in the transfer of data for intended destinations, references etc.
* Lead on work-shadowing and work experience.
* To Lead Careers and IAG in accordance with the Careers and Guidance Standards (Gatsby Benchmarks).
* To be responsible for the implementation, management and monitoring of the “September Guarantee” within the school.
* To support the drive to improve Social Mobility by leading the co-ordination of work place visits across a range of sectors as a follow up to the evaluation of career engagement days.
* To take the lead in improving the progression of students post 16 and post 18.
* To assist the Director of Sixth Form with the co-ordination of UCAS applications, preparing students and training form tutors for process including giving independent/group advice to students.
* To work with the Director of Sixth Form to ensure that appropriate visits to Higher Education Establishments take place.
* To ensure, vis the “talent spotting agenda” that appropriate students are aware of opportunities immediately available (e.g. Apprenticeships) as well as more longer-term pathways.
* To work with the Curriculum Lead and Heads of Year 8 and 9 for the KS4 Pathways Programme.
* To give advice to Year 13 form tutors to assist with the completion of leaver references.
* To support students in Years 11, 12 and 13 on ‘result days’ and their follow up.
* Establish and maintain positive relationships with external agencies such as FE colleges, apprenticeship providers and universities.
* Establish and develop with links with employers.
* Establish and develop links with FE colleges, apprenticeship providers and universities.
* Produce and circulate a half-termly IAG bulletin.

**Quality Assurance**

* To develop a Raising Achievement Plan (RAP) for IAG and Employer Engagement which is regularly monitored so that the impact can be measured.
* To attend meetings with line managers to review progress with the RAP.
* To oversee the Work Experience Administrator and Independent IAG Specialist.
* To liaise with Safeguarding Officers in accordance with school policy when appropriate.
* Produce data reports related to project outcomes.
* Maintain data management of all information and regarding service users in line with Data Protection and Trust/School policies, storage, retention, archive and access to information.
* Be proactive in matters relating to health and safety.
* Implement Copleston values.
* Report any concerns to Line Manager.

**Finance**

* Plan activities for the year in line with funding.
* Plan resources, guest speakers, and activities to maximise budget impact.
* Manage budget spending on resources, travel, expenses, etc.
* Comply with the finance policies in relation to petty cash and staff expenses procedures.

**General**

* Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
* Comply with individual responsibilities, in accordance to the School’s Equal Opportunities Policy.
* The Local Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
* The duties above are neither exclusive or exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.

This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar nature/level undertaken within the school are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes; appropriate training may be given to enable the post-holder to undertake this new/varied work.

**PERSON SPECIFICATION**

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| **Area** | **Criteria** | **Essential** | **Desirable** |
| Education/Qualifications | Good general education including GCSE English and Mathematics or equivalent  Level 6 Qualification in CEIAG, registered with CDI | √  √ |  |
| Knowledge/Experience | An understanding of, and support for, the ethos of the school.  A Knowledge and sound understanding of Further Education systems and careers education and guidance practices.  Knowledge of Quality for Careers.  Knowledge of the curriculum and awareness of the needs of students across the age range.  A confidence with IT and ability to utilise and take forward IT in relation to careers and higher education guidance. | √  √  √  √  √ |  |
| Skills/Abilities | An awareness of the need for personal and professional development and a willingness to participate in CPD.  An ability to make confident and lively presentations to a range of people including students, staff and other stakeholders.  The ability to contribute to and work effectively as part of a team.  A Keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision making abilities. | √  √  √  √ |  |
| Other | Energy, enthusiasm, drive and an ability to cope with periods of high volume.  Agreement to abide by Code of Ethics for Careers Guidance. | √  √ |  |