



Job description: **CAREERS ADVISOR**
School: Samuel Ryder Academy

Grade: H6
Hours: 18 hours per week

1. MAIN PURPOSE OF THE JOB

To provide careers education, advice and guidance.

2. MAIN AREAS OF RESPONSIBILITY

- Provide 1-2-1 and group Careers Education, Information, Advice and guidance sessions to students and parents; keeping accurate records and evidence of interventions - Using Unifrog
- Support the UCAS applications and related progression systems for post-16 students.
- Keep up-to-date with higher education, finance & funding developments; develop links and source HE opportunities.
- Support the Co-ordination and administration of the Employability Days, Year 8 & Year 9 Options Evenings and Post -16 Evening. To provide support in the following, employability skills such as CV production, application advice and interview techniques.
- Contribute to careers input at both KS4 and Post-16.
- Management and co-ordination of Year 11 Progression, identifying and targeting potential NEET students, booking careers interviews, liaising with Tutors, Parents and FE providers to ensure 100% Progression Success.
- Compile annual Year 11 Destination Statistics
- Oversee and manage careers information resources
- Assist in the organisation of the work experience programme, including sourcing placements, maintaining appropriate paperwork and dealing with incidents.
- To undertake any other duties or tasks at the reasonable request of the Head teacher and Careers Lead

3. SKILL REQUIREMENTS

- QCF Career Guidance and Development (Level 6/7) or equivalent (a must)
- Experience of working in a similar role (Desired)
- Knowledge of Unifrog would be beneficial

4. PERSONAL SPECIFICATION

The successful candidate should:

- Be willing to work as part of a team
- Have excellent interpersonal and communication skills
- Be able to use initiative and work without supervision
- Be able to work under pressure
- Have a strong sense of humour, be flexible in attitude and adaptable to change.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.