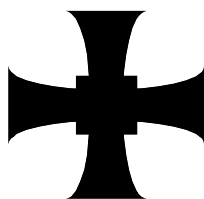


Trinity School, Carlisle



Job description

Job Title: Careers Advisor

Scale: PCD8i

Hours: 37 per week, term time plus 3 Inset days

Job Purpose:

- To ensure the provision of high-quality Information, Advice and Guidance across the school;
- To ensure that all students experience a coordinated programme of IAG at all key stages which prepares them to make choices and plan for their continuing education and career paths in order to secure future economic well being;
- To work with the Pastoral Leader for Alternative Provision to facilitate flexible, personalised pathways for KS4 students to cater for individual needs.

Key responsibilities:

- Lead, develop, support and to be accountable for all aspects of IAG;
- Work with the Assistant Head for Personal Development to lead, support, encourage and hold accountable those staff who deliver IAG through the Tutorial programme;
- Contribute to the personal and social development of students by ensuring that they are able to make informed and considered life choices regarding education, training and employment;
- Support the Assistant Head for Personal Development in organising relevant Freeze Days;
- Ensure that students have access to impartial Careers advice, working with them to discuss career or educational options;
- Conduct careers interviews;
- Lead on the Work Experience programme including Risk Assessments;

- Communicate with parents/carers and other agencies as necessary about the progress of students in making life choices;
- Liaise with Education Business Partnership (EBP), tutors and employers to provide an outstanding programme of Work Experience;
- Lead and manage the partnership agreement with Inspira to ensure effective support for students;
- Liaise with outside agencies and other providers to provide personalised work experience for students following the Alternative Curriculum;
- Liaise with work based training providers and colleges to ensure best provision for students;
- Lead the provision of focused IAG events for example Ace days, Careers Fairs, Options evenings and manage the Y9 Options process;
- Provide support and advice on CV applications, job hunting and apprenticeship routes;
- Provide and track destinations of KS4 students, identifying potential NEETs and support appropriately;
- Work collaboratively with colleagues to protect and safeguard students;
- Foster a positive 'can do' approach within this area of the school's work;
- Ensure effective use of resources;
- Work within the spirit of the school's policies and initiatives;
- Share expertise and skills with others;
- Participate in training and other learning activities as required;
- Undertake such other duties connected with the post as may reasonably be requested.