

JOB DESCRIPTION

Job Title	Careers Advisor
Grade	Scale 5
Reports to	Deputy Headteacher
Liaison with	Heads of Faculty, Heads of Year, parents, pupils and external agencies, as required
Job Purpose	To take responsibility for Careers Advice and Guidance within the School
Duties	<ul style="list-style-type: none">• To liaise with Essex Careers and Business Partnership devising and monitoring a programme of individual interviews for students in Years 9, 10 and 11.• To organise the mock interview scheme including preparing material for delivery to Year 11 students and liaising and co-ordinating outside agencies to take part in this scheme.• To co-ordinate post 16 provision in the area by publication of details of sixth form criteria and open evenings.• To organise Year 11 presentation on options with ECBP and EFC.• To liaise with appropriate educational links.• To assist with writing references for past students where Heads of Year are no longer at the school.• To maintain a reference system for Heads of Year.• To attend parents' evening for Years 9, 10, and parents' evening and information evening for Year 11.• To attend Year 11 meetings.• To attend local Careers Co-ordinator's meetings.• To organise and lead visits to other educational establishments and careers events.• To utilise the various software packages available to students, facilities for the construction of CVs, supporting/application letters, interactive interest-matching career programs and occupational databases, etc.• To co-ordinate Special Needs career provision.• To administer the budget for Careers capitation.

	<p><u>Other Duties</u></p> <ul style="list-style-type: none">• To support extra-curricular programmes.• To actively provide support to external examinations including invigilation. <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>
General	<ul style="list-style-type: none">• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy <p>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</p>

