



Careers Guidance Professional Job Description



Job Title: Careers Guidance Professional

Responsible to: Careers Leader and relevant member of the Senior Leadership Team

Grade: 5

Roles and Responsibilities:

The postholder will be part of a team that develops and delivers the careers curriculum for students from Year 7 to Year 13. You will support the planning, delivery and assessment of impact and have access to administrative support to assist with this.

1. Engagement of students throughout their time in school by ensuring careers guidance is vibrant, interesting and relevant.
2. Offer tailored careers advice to students and signpost individuals to other appropriate support.
3. Carry out one-to-one careers guidance meetings with students at key transition points, or as required.
4. Develop links with employers, providers and alumni.
5. Support the organisation of work experience placements for students in Year 10 and for those undertaking enrichment in the Sixth Form. Liaise with parents, carers and employers as appropriate.
6. Secure work experience placements for students with administrative support. Engage with students and employers to ensure that placements are successful.
7. Work with the Careers Leader to develop lessons for careers education ensuring they are up to date, interesting and relevant.
8. Support the delivery of some assemblies and lessons and support teachers with their delivery of careers lessons within the PSHE curriculum.
9. Support the Year 9 Options Evening and Year 11 Pathways Evening.
10. Produce and analyse destination data, reporting to the education authorities as appropriate.
11. Tracking individual student careers engagement with provision and support those students who are not engaging. NEET prevention work.

The post holder will work as part of a team to support Northgate students to prepare for further/higher education, training and employment.

1. Support the Careers Leader with the UCAS application cycle.
2. Support staff and provide advice on how to write UCAS references.
3. Support students with their job applications and university choices.

4. Arrange opportunities for CV writing and interview preparation and practice for Year 10-13 students.
5. Contribute to the planning and coordination of careers events in school – e.g. Careers Fair, Enterprise Days, Oxbridge Conference, Next Steps Evening and careers talks.
6. Accompany students on workplace and learning provider visits as needed.
7. Advise students and parents of forthcoming careers related events, allocating places and processing appropriate paperwork.
8. Deal with queries from parents, students and staff around Careers and work-related learning as and when required.
9. Provide futures focussed mentoring for selected groups of students.
10. Provide support to students around A level and GCSE results periods.
11. Maintain displays in careers department and wider school as requested.
12. Contribute to the production of the Careers newsletter

The post holder will offer careers guidance and advice that is impartial, informed and relevant, meeting the requirements of students at Northgate, priorities identified in the School Improvement Plan, the Gatsby Benchmarks and the CDI Careers Development framework.

The Postholder will work in partnership with the Careers Leader to provide a comprehensive service in accordance with the Careers Department Timeline of Activities throughout the Academic year. After appointment, we will agree specific areas of responsibility.

Health, Safety and Wellbeing

1. Ensure that Health and Safety Regulations and risk assessments are complied with.
2. Develop risk assessment for events and ensure that appropriate risk assessments are in place for off-site activities/placements. Ensure that school policies and departmental procedures are followed, for example, Personal Care, Safeguarding, Data Protection and online safety.
3. Confidentiality must always be observed.

Working arrangements

The post is for 37 hours a week, 40 weeks per year. This includes 38 weeks a year term time, staff training days and a week in the summer holidays around exam results. There is a need to work flexibly around open evenings and other school events. Normal working hours would be 8.30am–4.30pm with a 30-minute break for four days of the week and 8.30am–4pm on the fifth day. This is a full-time position, but we would be open to considering part-time options for the right candidate.

Decisions made

1. Most decisions expected of this post are taken within established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, if appropriate, bring the matter to the attention of the Careers Leader.
2. The postholder is expected to suggest changes to procedures and routines and raise awareness where this could lead to an improvement in the effectiveness of meeting the needs of students.

Other

The postholder is required to develop and maintain systems to support the efficient running of the school and minimise the administration burden on Teaching and Support staff. The postholder will be expected to have a good knowledge of the school's policies and procedures and take the initiative.

This Job Description sets out the main duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature undertaken within the section 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 and in these cases appropriate training may be given to enable the post holder to undertake any new or varied work.