



Aylsham High School

Job Description and Person Specification

Job Title	Guidance Adviser and Careers Coordinator
Department	Administration
Location	Aylsham High School
GR Number	GR2139
Grade	G plus allowance
Responsible to	Head of Business and Enterprise/CEIAG and Deputy Head
Effective Date	01.09.20

Role and Context

Job Purpose	<p>To plan, provide and evaluate an efficient and effective CEIAG programme in line with government strategy which gives students opportunities to identify learning and career options.</p> <p>To promote a broad range of activities involving business partners aimed at increasing students' knowledge of the world of work, progression routes and career opportunities.</p> <p>To develop, manage and coordinate the work experience programme.</p> <p>To provide guidance and advice to all students and where relevant their families.</p>
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Principal Accountabilities

Careers <ol style="list-style-type: none">To plan, coordinate and develop the CEIAG programme with the support and under the direction of the Head of Business and Enterprise/CEIAG which meets all statutory government requirements and best practice including the use of Gatsby benchmarks.To keep up to date and provide guidance to the Head of Business and Enterprise/CEIAG and SLT on any changes to strategy and government policy.To audit provision annually using data analysis and feedback to review success and in support of future planning of the careers programme.To ensure students are provided with up to date and impartial careers information about a wide range of options, including FE courses, career opportunities, apprenticeships, higher education courses, scholarship programmes.To work with the Head of PSHE to produce lessons and curriculum delivery for years 7 to 11.To prepare materials, events and any other activities designed to enable students to access information about careers and learning opportunities, including leading assemblies.To ensure students have access to resources and materials in support of their career decisions.To maintain and ensure the website is kept up to date and meets current government guidance.To be available at relevant parent evenings, including options evening.To produce an annual development plan for CEIAG.
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- k. To write and regularly review the CEIAG policy with final approval by the Head of Business and Enterprise/CEIAG and Director of Business and Community Strategy, to ensure it accurately reflects current legislation, and school procedures.
- l. To work with outside agencies such as employers and community partners to enable students to have direct contact opportunities with role models from the world of work.
- m. To be available at specific times and by appointment to offer advice and guidance to all students and/or their families.
- n. To help students on a one to one basis with CVs, covering letters and applications.
- o. To liaise with the local authority on key students when required and provide individual interviews with students where required.
- p. To produce individual action plans and provide targeted support for students with barriers to learning;
- q. Develop and mentor students who are at a high risk of NEET (Not in Education Employment or Training)
- r. To ensure that all students are offered equal opportunities and guidance.
- s. Marketing CEIAG services and options through social media, such as Futures Twitter
- t. To work with past students to set up an alumni network
- u. To attend appropriate and relevant conferences, courses and networking events.
- v. To read, keep up to date, and disseminate information provided by national bodies and NCC.
- w. To maintain effective working relationships with all school departments and increase knowledge of student progression and career opportunities available.

Work Related Learning

- x. To ensure all students and families are informed of the benefits of work experience opportunities.
- y. To ensure students and families are aware of arrangements for work experience and in accordance with NCC guidelines.
- z. To coordinate, monitor and evaluate the work experience programme and to ensure all students on placements are visited and receive feed-back.
- aa. To ensure where possible that partners are included from ethnic minorities, those with disabilities and that choices are not gender-stereotyped.

General

Undertake a range of general administrative duties as required for the role and commensurate with the grade.

It is an expectation that the post holder will participate in all training courses relevant to the role, including a level 6 qualification in Careers Guidance.

Review

This job description may be subject to modification or amendment at any time, after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



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Person Specification

This describes the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

Qualifications

Level 4 or equivalent in relevant discipline or equivalent experience.
Must be willing to work towards a level 6 qualification in careers guidance
Good literacy/numeracy skills.
GCSE (or equivalent) English and Maths

Desirable

Level 6 qualification in Careers Guidance
Relevant university degree

Experience

At least 2 years previous experience working with students in a support role where there has been personal case load responsibility and/or the giving of advice and guidance.
Sound experience in administrative work.
Good experience of maintaining computerised records and systems, including Word and Excel.

Desirable

Experience in a Guidance Adviser and Careers Coordinator role.
Experience of developing and implementing a work experience programme.

Skills/Knowledge

A thorough understanding of the Government's career strategy and the Gatsby Benchmarks.
A high level of understanding of the educational, employment and social and emotional needs of secondary students.
Ability to relate well to children and adults.
Ability to work independently and to manage own workload on a day to day basis to meet deadlines and achieve objectives.
Ability to develop own knowledge and develop as a professional.
Effective use of ICT especially MS Word/Excel.
Ability to work constructively as part of a team, understanding school roles and responsibilities and accountabilities.
Ability to communicate effectively with excellent verbal and written communication skills.
Understanding of safeguarding and commitment to equal opportunities.

Desirable

Effective presentation skills



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General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant County Council, department and school's policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management
- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values:

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self-help - we help people to help themselves

Self-responsibility - we take responsibility for, and answer to our actions

Democracy - we give our members a say in the way we run our organisation

Equality - we are genuinely inclusive and pursue success for everyone

Equity - we carry out our work in a way that is fair and unbiased

Solidarity - we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness - nobody's perfect, and we won't hide it when we're not

Honesty - we are honest about what we do and the way we do it

Social responsibility - we encourage people to take responsibility for their own community, and work together to improve it

Caring for others - we are a nurturing community that takes care of each other and we regularly support charities and local community groups

The information in this job description is accurate and reflects the requirement of the role.

Line Manager: Joanna Tuttle Director of Business and Community Strategy

July 2020