

**CAREERS ADVISOR – TERM TIME, TEMPORARY  
(until 31<sup>st</sup> August 2022 in the first instance)**

**Term time only (excluding INSET days) 30 hrs per week Monday to Friday**

**The Learning Trust Support Pay Rate, Grade 6 Full Time Equivalent, pro rata of  
£21,748 to £24,491  
Required from September 2021.**

Queen's Park High School and Chester International School are seeking to appoint a term time Careers Advisor (one year in the first instance). The post will focus on managing the careers provision in both schools (which share The Learning Trust's Queen's Park Campus) including the coordination of work experience opportunities for KS4 and 5 students.

Queen's Park High School and Chester International School are looking to work collaboratively with the post-holder to ensure that both schools build a strong network of links with local employers to facilitate pertinent careers advice and work experience opportunities. Time will be split equally between QPHS and CIS (15 hours per week in each school).

The post-holder will need to be flexible and dynamic in coordinating information from a range of local and regional stakeholders as both schools look to enhance their engagement with the local labour market. Whilst both schools will operate their provision slightly differently, core responsibilities will include:

- To provide CEIAG to students KS4 and 5 students, working with school staff and outside agencies as appropriate
- To be responsible for the delivery of the schools' work experience programmes and work related learning opportunities
- To set up, monitor and support work placements
- Liaison with subject staff to support the delivery of the Gatsby Benchmarks

Qualifications, skills and personal qualities required include:

- Minimum standard of education to Level 3 including Grade A\*-C in GCSE English and Maths
- A Diploma in Careers Guidance or other relevant careers qualification at Level 6
- Proven administrative skills experience including problem solving, taking initiative and sharing information to work as an effective team player within an organisation
- Excellent communication skills with the ability to build links between the education and employment sectors
- Experience of working with young people
- Experience of working within an educational environment
- A strong understanding of Microsoft 365 software packages and social media platforms
- A positive role model with a commitment to the ethos and educational values of the school
- Good organisational and time management skills with evidence of ability to manage own workload and to work independently
- The ability to work flexibly and to respond efficiently and effectively to need
- A solution focused approach

**Closing date for return of application forms is 9am on 1<sup>st</sup> July 2021 and interviews will be held Thursday 8<sup>th</sup> July AM.**

If you would like to find out any further information about the post or the school, please contact Andrea Nancollas [a.nancollas@qphs.co.uk](mailto:a.nancollas@qphs.co.uk) in the first instance.

*Both schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*Applicants for all posts will be subject to vetting checks.*

*The successful candidate will be subject to stringent checks and induction processes including 'prohibition from teaching' and 'CRPS' checks.*

*The ability to converse at ease with others in accurate spoken English is essential for the post.*

## CAREERS ADVISOR – JOB DESCRIPTION

<b>Job Title:</b>	Careers Advisor
<b>Responsible To:</b>	Curriculum Team Leader PSHCE/Careers (QPHS) and Futures Coordinator (CIS)
<b>Core Purpose:</b>	<ul style="list-style-type: none"> <li>To be responsible for the delivery of the schools' work experience programmes and work related learning</li> <li>To provide CEIAG to students</li> <li>To set up, monitor and support work placements</li> <li>To liaise with school staff and external stakeholders to support the delivery of the Gatsby Benchmarks</li> </ul>
<b>Key Tasks:</b>	<ul style="list-style-type: none"> <li>To work with FE establishments, training providers, universities, and other organisations to access up-to-date and relevant information in order to provide impartial information, advice and guidance to students that is appropriate to their needs</li> <li>To maintain appropriate records and to provide relevant accurate and up to date information on pupil and student intervention and intentions</li> <li>To track pupil and student progress and use information to ascertain student destinations and report this to the schools and Local Authority as required</li> <li>To provide a high quality programme to deliver careers education, information and guidance, where appropriate in partnership with external agencies.</li> <li>To oversee CEIAG in the schools by following the agreed delivery plan.</li> <li>To liaise with staff / outside agencies e.g. Young Peoples Services in order to organise careers interviews for students who follow alternative education routes</li> <li>To offer advice on careers opportunities, including at key transitional points e.g. Yr9, 11 and 13</li> <li>To arrange opportunities and experiences linked to career pathways</li> <li>To be the schools' CEIAG representative working with recognised outside agencies</li> <li>To ensure appropriate, up to date resources are available for students including access to LMI</li> <li>To liaise with the Careers Lead regarding any issues relating to work placements and the delivery of careers education</li> <li>To record all career activities on Compass + and other systems as appropriate</li> <li>To create, develop and foster relationships with partner agencies regarding work placement opportunities.</li> <li>To be the first point of contact for students on work placements, and the employers.</li> <li>To supervise students' integration into work placements, including resolving any issues that arise.</li> <li>To ensure students have data base access and to provide personal support to students (especially the more vulnerable) to ensure they gain the maximum benefit from their placements.</li> <li>To liaise with those referring students for placements to</li> </ul>

	<p>ensure that any support needs are identified prior to the placement and that plans are in place to meet those needs.</p> <ul style="list-style-type: none"> <li>• To support teaching staff working with students in their preparation for, and during, placements.</li> <li>• To prepare all relevant supporting paperwork and documentation in relation to the work placement process.</li> <li>• To arrange visits to students who are on work placements.</li> <li>• To ensure that placements have been checked and approved by Health &amp; Safety; ensuring all health and safety assessments have been completed.</li> <li>• To provide administrative support as appropriate</li> <li>• To undertake available training opportunities.</li> </ul> <p>Notwithstanding the detail in this job description, in accordance with the Trust's/School's Policies, the job holder will undertake such work as may be determined by the CEO, Headteacher or Governing Board from time to time, up to or at a level consistent with the Main Responsibilities of the job.</p>
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**Person Specification**

<b>QUALIFICATIONS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Educated to at least GCSE Grade C (4) or equivalent in English and Mathematics.	✓	
Educated to Level 3	✓	
Diploma in Careers Guidance or other relevant careers qualification at Level 6	✓	
<b>EXPERIENCE</b>		
Proven record of working successfully within an educational establishment.	✓	
Proven administrative skills experience including problem solving, taking initiative and sharing information to work as an effective team player within an organisation	✓	
Experience of working as part of a wider team	✓	
Experience of working with young people	✓	
Experience of building links between the education and employment sectors		✓
Experience of working with FE/HE outreach departments		✓
<b>KNOWLEDGE AND SKILLS</b>		
A strong understanding of Microsoft 365 software packages and social media platforms	✓	
Experience of delivering CEIAG	✓	
A solid knowledge of school management information systems, specifically SIMS and EduLink One.		✓
Experience of using Compass +		✓
Excellent communication skills and an ability to form productive working relationships with colleagues, other professionals and students/parents/carers.	✓	
Ability and a commitment to work flexibly with a solution focused approach	✓	
<b>PERSONAL QUALITIES</b>		
Commitment to inclusion and equal opportunities.	✓	
Work with commitment and good humour and resilience; firm, fair and approachable.	✓	

Ability to deal confidentially, impartially and appropriately with situations.	✓	
Patience, tolerance and sensitivity.	✓	
Impeccable integrity and commitment to confidentiality.	✓	
Good interpersonal skills and the ability to establish rapport with adults and students.	✓	
Efficient and meticulous in organisation.	✓	
A desire to develop skills and knowledge through CPD.	✓	
Evidence of exemplary attendance and punctuality.	✓	
Ability to work additional hours as required	✓	
Commitment to the highest standards of child protection	✓	
Recognition of the importance of personal responsibility for Health and Safety	✓	
Have a good understanding of and genuine interest in the education and well-being of young people.	✓	
Commitment to the schools' ethos, aims and their whole community	✓	