

Academy@Worden – Job Description

Student Development Advisor

Job Title: Student Development Advisor

Responsible to: Senior Assistant Headteacher

OVERALL RESPONSIBILITY

To provide high-quality careers information, advice and guidance to students, supporting informed decision-making and successful progression into education, employment or training. The postholder will work as part of the careers team to support delivery of the college careers programme, with a particular focus on students at risk of becoming NEET (Not in Education, Employment or Training).

Key Responsibilities

Careers Guidance and Student Support

- Interviewing students in Key Stage 4 on a one-to-one and/or in small groups.
- Providing high-quality information, advice and guidance about a range of post-16 progression routes, such as careers, education, employment, apprenticeships, either directly or in partnership with specialist agencies providing targeted support for students at risk of becoming NEET.
- Preparing students with all aspects of making high-quality applications, including to further or higher education, apprenticeships, training providers or employment.
- Providing advice and guidance on appropriate programmes of study to support a student's career choices.
- Assisting students in drawing up action plans for education and training and supporting them to achieve these goals.
- Facilitate the creation of a career profile for each student, a copy of which is retained by the student for inclusion in their Progress File. This should be reviewed at regular intervals.

Academy@Worden – Job Description

Student Development Advisor

Skills Development and Employability

- Assisting students in gaining the skills required to increase their chances of successful transition from post-16 education to higher education, training and employment, for example interview and application skills.
- Using computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories.

Gatsby Benchmarks and Careers Programme Delivery

- ensure the school meets, evidences and continuously improves delivery against the Gatsby Benchmarks.
- Coordinating, quality assuring and promoting high-quality experiences of the workplace, with a priority focus on students at risk of becoming NEET.
- Encouraging and implementing whole-school use of online resources within the wider academy curriculum, such as guidance sessions, tutorials and enrichment activities.

Events, Enrichment and Employer Engagement

- Presenting information at open evenings, parent and carer events, transition events and other events.
- Running small-group, drop-in sessions or larger presentations on all aspects of careers work, including enrichment opportunities.
- Assisting in planning and organising careers events, including employer engagement activities and mock interviews.
- Co-ordinate and manage Work Experience and or the WRL weeks.
- Planning a range of external trips and visits, as well as in-college events, to promote aspirational progression destinations to students.
- Attending key college events, including results days, applicant events, parent and carer evenings and enrichment activities, where appropriate.

Academy@Worden – Job Description

Student Development Advisor

Partnership Working and Safeguarding

- Working collaboratively with pastoral, safeguarding, SEND and careers teams, as well as external agencies, to ensure vulnerable learners and those with learning difficulties receive coordinated support, high-quality careers guidance and effective transition planning.
- Liaising and negotiating with other organisations on behalf of students.
Information, Tracking and Professional Development
- Researching careers, options and support organisations to meet students' needs, contributing resources and materials for tutorials, assemblies and staff CPD as required.
- Maintaining accurate and up-to-date records using ICT systems for administrative tasks, such as recording interactions with and tracking students.
- Tracking and monitoring progression into higher education, training and employment.
- Keeping up to date with labour market information, legislation, and professional and academic developments by developing and maintaining strong partnerships with employers and training providers and attending training events run by educational and professional bodies.

Compiled by:	MJR
Approved by:	SLT 130526