



JOHN HENRY NEWMAN CATHOLIC COLLEGE

Heart Speaks To Heart

Job Description

Careers Advisor

Grade D Point 15 - £23, 953 pro rata (actual salary approx. £20,300 pa.)



Leading Parent
Partnership Award

2017-2020



Artsmark
Platinum Award
Awarded by Arts
Council England

Job Description – Careers Adviser

Post:	Careers Adviser
Reports to:	Careers Leader/Assistant Principal at both schools
Based at:	John Henry Newman Catholic College and Bishop Challoner Catholic College
Grade/Salary:	Grade D Point 15 - £23, 953 pro rata (actual salary approx. £20,300 pa.)
Hours:	37 hours per week, term time only (plus 5 additional days to be worked during the summer holiday period)
Start date:	12th September 2022

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description 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, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Main areas of responsibility

Support Organisation and Planning

- Liaise with FE Colleges, vocational providers and higher education institutions
- Develop enterprise and links with local employers/businesses
- Maintain links with post-16 providers
- Work alongside Careers Leaders and SLT to ensure that Gatsby benchmarks are met and the Baker Clause is adhered to.
- To Liaise with Heads of Year and other key staff to identify risk of NEET and vulnerable students
- Work alongside Careers Leaders to organise visiting speakers, careers events and workshops e.g. for assemblies.
- To support at all times the Catholic ethos of the school

Support for Pupils

- Interview students in Key stages 3, 4 and 5 on a one-to-one and / or in small groups.
- Complete action plans for all students which can be shared and reviewed.
- Maintain a clear and comprehensive record of student interactions and intended destinations.
- Attend EHCP reviews and work closely with the SENCo to ensure SEND students progress onto positive and appropriate post 16 pathways.
- Providing additional support (to students who require it) with applications and interview support.
- Work alongside the Sixth Form team to prepare students for the UCAS application process
- Be present at open evenings, parent's evenings and other careers events.
- Provide support to identified students in arranging suitable work experience placements.

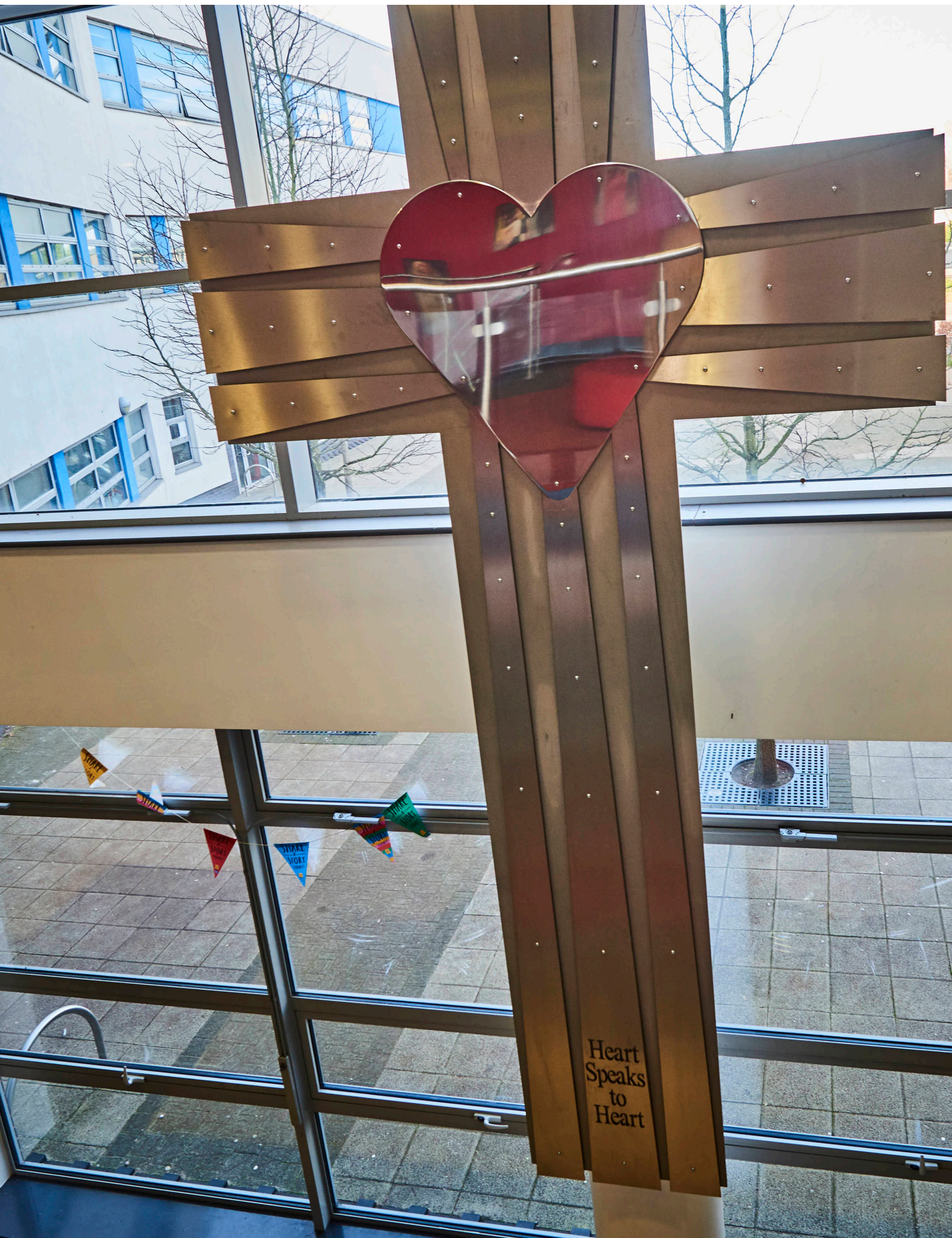
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Support for the Curriculum

- Running small group/drop-in sessions or larger presentations on all aspects of careers
Work e.g. providing Labour market information and CV writing
- Keeping up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.
- Tracking and monitoring progression and student destinations.
- Attend GCSE results days and parent's evenings.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be involved in and contribute to whole school policy development.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Liaise effectively with teachers/parents/carers and other professional staff as part of the routine consultative process.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with pupil needs as appropriate during the school day.
- To undertake any reasonable tasks as directed by line manager



Heart
Speaks
to
Heart

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For every child to know they are loved and to develop a relationship with Jesus through 'Heart Speaks to Heart'.