Job Description – School Careers Adviser

Location: East Sussex
Salary: Day rate of £134.57 (inclusive of holiday pay)
Location: Field based
Contract: Zero Hours
Reports to: Senior Careers Adviser

Job Purpose:

- Provide creative and inclusive personal careers guidance, to young people, across a diverse range of settings and year groups
- Widen and support aspirations for a diverse range of young people
- Work effectively with education colleagues to support young people to explore and identify relevant opportunities

Main duties and responsibilities:

- Deliver one-to-one or group, personal careers guidance, face-to-face in an educational setting and virtual as required
- Prepare and deliver talks and presentations as required, including assemblies and at parents/option evenings
- Provide accurate and timely information to education colleagues to plan and co-ordinate delivery
- Work flexibly and inclusively to meet the needs of the service and young people
- Complete client centred action plans, and all required data collection to CXK standards
- Maintain accurate client records relating to delivery
- Collect impact data from clients, and staff at school to inform delivery and ensure quality of service
- Collate and share case studies as required, to support practice and share success stories
- Identify safeguarding issues or any risk to young people and manage appropriately.
- Actively take part in line management and team meetings, sharing ideas and supporting colleagues.

All appointees will be subject to an enhanced DBS Check.

Person Specification

	Essential	Desirable
Qualifications and Training		
Maths and English GCSE grade C or above (or equivalent)	X	
A commitment to undertake all necessary training for the role	X	
Level 6 (or above) Careers Guidance	X	
Knowledge and Experience		
Experience of delivering CEIAG in schools / colleges, face-to-face with young people	X	
Knowledge of Gatsby Benchmarks	X	
Experience of Microsoft products and ability to use them effectively, including Outlook, Excel, Word and PowerPoint	X	
Knowledge of Post 16 and Post 18 education and training routes for young people with and without additional needs and disabilities.	X	
Evidence of up-to-date knowledge of relevant models and theories relating to CEIAG.	X	
Personal Skills and Attributes		
High level of organisational skills, **efficient** and results orientated with good time management.	X	

Ability to work constructively as part of a team and independently. Creative and driven. Can display **innovation**.	X	
Ability to build effective and professional relationships with partner agencies and organisations. **Transparent** and personable. Confident and **passionate** about inspiring people.	X	
Trustworthy and **honest**. Can be relied upon to work with **integrity** to support the wider team's success.	X	
Excellent oral and written communication skills	X	
Ability to effectively evaluate own performance in light of feedback	X	
Flexible and adaptable	X	
Creative and inclusive careers practice	X	
Other		
Full driving licence and use of a vehicle	X	
No criminal convictions that would affect the ability to work with children and young people. Appointment subject to an enhanced DBS check.	X	

I confirm that I have read and understood the duties as described in this job description and person specification.
Signed: _____ Date: _____