

Role Profile: Careers and Employability Advisor

Purpose

The role of the Futures Programme Co-ordinator is to work alongside the Director of Sixth Form/Assistant Headteacher to co-ordinate our exceptional Careers and Future Ready Programmes. This is a pivotal role, based at our new dedicated Sixth Form Centre of excellence but will develop and implement our in-reach and outreach programmes across all three school campuses, with a focus on careers advice for those in Years 7 to 13.

Key Accountabilities

1. Supports the development of effective and continually improving careers education, careers information and careers guidance for young people. Which will include supporting parents and carers in giving careers advice to support their own children by providing a structured and planned careers programme and how they can help. Being available for Parent Information Evenings related to progression routes such as Options evenings for Year 8 and 9.
2. Facilitates the contribution of colleagues and a range of external partners to deliver real-world learning, planning, and development. This will include planning and contributing, where appropriate, to the delivery of careers educational activities such as Organising specific careers education activities, e.g. real world learning placements, mock interviews and follow up
3. Designing, selecting, and providing curriculum resources, activities, and services to meet young people's career needs in consultation with the Director of 6th form/ Assistant Headteacher.
4. Creating, developing and maintaining links with business and community partners which will include organising and supporting work-related learning activities for groups, developing strategies to inform local business and community organisations of changes in the world of education. Maintaining a network of useful business and community contacts and supporting local careers conventions for young people.
5. Involving young people in the planning, implementation, and review of the careers programme by holding focus groups with young people to obtain feedback on the careers programme. Organising peer mentoring activities which will help young people with their decisions and transitions and monitor mentoring within tutor groups providing appropriate advice to staff and students.
6. The development and implementation of a robust and highly revered Oxbridge/Medical etc programme that ensures higher numbers of our students secured places at World renowned universities.
7. Review and evaluate careers guidance and provide information for the development of the careers programme in line with the School Improvement Plan, Inspection and other purposes. This will include responsibility for the support of tutors, providing initial information and advice, whilst ensuring you and the team of tutors are monitoring the delivery of careers guidance across the 8 Gatsby Benchmarks.
8. Maintaining and developing a network of BMAT Alumni and friends of BMAT. Keeping up-to- date a database of potential speakers (parents and friends of Beal). Build a network of alumni who can help with the careers guidance programme.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills	<p>The ability to communicate and consult effectively about routines and procedures with staff, students, and parents/carers as necessary.</p> <p>Excellent computer literacy, with the ability to learn and to operate all relevant school computer systems.</p> <p>Possesses high level of attention to detail. Able to work accurately and to deadlines.</p> <p>Ability to remain calm, cheerful and in control of a variety of situations, particularly when under pressure, adjusting routines if necessary, to meet priorities.</p> <p>Ability to organise time and workload effectively.</p> <p>To have excellent interpersonal and communication skills and the ability to develop respectful and professional relationships with students. Parents/carers and colleagues.</p> <p>To have knowledge and awareness of legislation relating to careers education advice and guidance.</p>	
Qualifications	Level 6 qualification or equivalent work-related experience or working towards.	
Experience	<p>Excellent administrative and organisational skills</p> <p>Previous experience of working in a similar role</p>	
Other		

Key Stakeholders:

Internal

- Assistant Head – Director of AW6
- Assistant Head-Academic Excellence
- All Teaching Staff
- Business/Administration Staff
- Facilities and Site Management Staff
- Pupils

External

- Cognita Schools staff
- Parents
- Visitors
- External agencies

Remuneration

- Contributory pension scheme
- School fee discount
- Professional development
- Full time role of term time plus 5 training days and 10 days during school holidays, dates of which to be agreed with your line manager. However, 4 of these days will be in around results days to support Years 11 and 13.

Signed: **Name (print):**

Date: