

# Careers, Advice and Guidance Lead Job Description



<b>POST:</b>	Careers Advice and Guidance Lead
<b>Responsible to:</b>	Associate Assistant Principal "Best Experience"
<b>SALARY:</b>	SP 13-17 - £26,873 - £28, 770 FT equivalent
<b>LOCATION:</b>	Oasis Academy Brislington, Bristol
<b>WORKING PATTERN:</b>	37 hours per week full time during term time with occasional hours around exam results days
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	<p>To have the lead responsibility for the delivery, provision and co-ordination of all aspects of careers advice and guidance. This includes to contribute to the curriculum and programmes which will increase the employability and opportunities of students and hence support the reduction of students not in employment, education or training (NEETs).</p> <p>To lead the destination planning, applications and recording (1:1 careers advice by a Level 6 careers adviser is not part of this role as it provided by an independent careers adviser)</p>

## **SPECIFIC RESPONSIBILITIES:**

- A.** Liaise with Associate Assistant Principal on all matters regarding careers advice and guidance.
- B.** Lead the organisation of effective Careers Advice and Guidance sessions which will be conducted by an external Level 6 trained Careers Adviser.
- C.** Alongside the Associate Assistant Principal implement the careers strategy at Oasis Academy Brislington.
- D.** Alongside the Associate Assistant Principal provide students with opportunities to engage with employers in order to understand where the learning from the classroom can take them.
- E.** This is a great opportunity to inspire young people and be part of a team that has great ambitions for students and therefore this role is mainly about providing opportunities for students to take on advice and guidance regarding learning and career pathways and employment.

- F. Analyse destinations data and liaise with main post-16 providers.
- G. Plan and implement interventions for possible NEETs.
- H. Work with the Curriculum Leads to ensure careers and employer opportunities are embedded in the curriculum.
- I. Work with the Student Progress Leaders and the Year 11 pastoral team to ensure every student has been provided with opportunities to engage with a vast variety of Post-16 providers and employers to ensure all students have access to an appropriate destination.
- J. Work with the Student Progress Leader and the year 10 pastoral team to ensure every student has had the opportunity to engage in a workplace engagement.
- K. Designated First Aider – to deal with ad hoc first aid cases for staff, students and visitors to the school, providing minor treatments and referring them to other agencies or parents (in the case of students) as necessary (full training will be provided).
- L. Designated Minibus Driver – to be able to take students to various careers related events.

### **Safeguarding Children**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **OTHER:**

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

# Careers, Advice and Guidance Lead Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Community Learning Ethos

Our ethos is an expression of our character, it is a statement of who we are and therefore has to be the lens through which we assess all we do. Our values can be summarised in five statements:

1. A passion to include everyone
2. A desire to treat everyone equally, respecting differences
3. A commitment to healthy and open relationships
4. A deep sense of hope that things can change and be transformed
5. A sense of perseverance to keep going for the long haul.

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Qualified Careers Adviser L4-6</li> </ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence of a commitment to own professional development</li> <li>• A keen interest in developing the careers and advice strand of the careers strategy at Oasis Brislington</li> <li>• Interview in small groups to discuss their career or education options</li> <li>• Help students to identify and consider the range of choices available to them and outline possible ways forward</li> <li>• Help students develop their own career management skills</li> <li>• Draw up action plans for employment, education and training and support students to achieve these goals</li> <li>• Discuss with students how to overcome any barriers to reaching their goals and refer them to other agencies for advice where appropriate.</li> <li>• Providing advice on CV, applications, job hunting and</li> </ul>	<ul style="list-style-type: none"> <li>• Development of partnerships with other schools, businesses and the community</li> <li>• Experience in organising work experience</li> </ul>

	<p>interview techniques</p> <ul style="list-style-type: none"><li>• Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development</li><li>• Helping students to understand the current job market</li><li>• Using computer-aided guidance packages, skills assessment tools, career planners, psychometric tests and personal inventories</li><li>• Planning and organising careers fairs and conventions</li><li>• 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</li><li>• Working in partnership with external and expert careers guidance providers, as appropriate, to ensure pupils get good advice on the full range of post-16 options.</li><li>• To resource and provide a careers resource area in the Library and the school website</li><li>• Ensuring students can access online guidance and national careers services.</li><li>• Attending relevant parents' and open evenings as well as career's fairs.</li><li>• Keeping staff, including tutors, informed about choices, pathways, careers and options. • To ensure all students have an interview experience and gain interview skills.</li><li>• Arranging mentoring, workplace visits, work experience, work shadowing, enterprise clubs, employer talks and links with local higher education institutions.</li><li>• Arranging visits for 14 - 16year olds to local colleges, work-based education and training providers and universities and, where appropriate, to supplement these with local college and work-based education.</li><li>• Supporting the raising of aspirations.</li></ul>	
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<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Actively supports the Academy's aims and commitment to raise aspirations of all students</li> <li>• Active participation in Academy developments such as careers related visits</li> <li>• Passion for the job</li> <li>• Energy, enthusiasm and flexibility</li> <li>• Good health and attendance record</li> <li>• Sense of humour and a positive outlook on life</li> <li>• Ability to work under pressure and determination to succeed</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> <li>• Excellent Communication and presentation skills</li> <li>• Competent user of ICT</li> <li>• Competent co-ordinator and motivator</li> <li>• Ability to plan and resource effective interventions to meet individual students post 16 needs</li> </ul>	