

Careers Adviser Job Description



POST: Careers Advisor
must be willing to work towards CEIAG Level 6 within 24 months

RESPONSIBLE TO: Assistant Principal – Careers Lead

SALARY: SCP11-SCP15 £24,054 – £25,878 per annum full time equivalent

LOCATION: Oasis Academy MediaCityUK

WORKING PATTERN: 22.5 hours over 3 days per week. Term Time Only

DISCLOSURE LEVEL: Enhanced

JOB PURPOSE: Carry out the professional duties of a qualified Careers Adviser

SPECIFIC RESPONSIBILITIES:

- A. Coordinate and conduct 1:1 careers interviews with all Year 11 students & priority groups of Year 9 & 10 students including reporting back to students and parents.
- B. Work alongside the Careers Lead to develop and implement the Academy's Careers Strategy, which will involve a weekly planning/implementation/evaluation meeting
- C. Liaise with the Careers Lead to develop and present resources for use in the wider curriculum of the Academy.
- D. Contribute towards the 'Dream Job' of Academy students by raising aspirations, through supporting the Careers Lead in the organisation of student assemblies/external visits from/to a range of sectors including FE, HE, trainee/apprenticeship providers and employers
- E. Create and/or work with partners to deliver a bespoke programme, for identified potential NEET students
- F. Support the creation of personal profiles & CV's for all Year 9 students, which are then revisited in Year 10 & 11
- G. Ensure that students have access to up-to-date labour market information (GMACS, Xello and CEIAG on our own Academy website)
- H. Liaise with Post-16 providers regarding Year 11 student applications and interviews
- I. Liaise with Post-16 providers regarding taster days/sessions for Year 10 & 11 students
- J. Engage with hard-to-reach parents and offer support/guidance
- K. Coordinate the Academy's engagement with technical training providers in line with Provider Access Legislation for years 8 to 11
- L. Engage with and coordinate opportunities for students to experience the world of work (work experience, workplace safaris, mock interviews, business mentors, workshops etc.)
- M. Accompany students on off site visits to experience the world of work (work experience, workplace safaris, mock interviews, business mentors, workshops etc.)
- N. Coordinate and link STEM activities for all year groups to CEIAG

- O. Link with other agencies to provide opportunities for our students e.g. work placements.
- P. Liaise with the local authority with regards to our destination reporting and risk of NEET reporting.
- Q. Communicate with Student Alumni body and share posts through social media.
- R. Participate in both real and virtual networking events to share/discover best practice
- S. Seek opportunities to use funding streams such as provided by GM Higher, for the development of innovative projects in conjunction with the Careers Lead

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 Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of Literacy & Numeracy • Willingness to undertake further training and L6 qualifications 	<ul style="list-style-type: none"> • Experience of working in a school/college environment • Driving license
Experience, Skills & Knowledge	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent organisational skills • Ability to deal with and maintain confidentiality • Ability to use initiative • Experience in effectively deploying and managing partnerships • Ability to maintain effective relationships • Competent in ICT and willing to be trained as required • Good standard of Literacy & Numeracy • Willingness to undertake further training and/or qualifications • Ability to maintain accurate records • Up to date knowledge of local, regional and national labour market information 	<ul style="list-style-type: none"> • Experience of collaborative work with other educational & business institutions

Personal Qualities	<ul style="list-style-type: none">• Willingness to own Oasis Community Learning ethos and values• A good role model for other staff and students – relentlessly enthusiastic, reliable and committed• A demonstrable commitment to performance management and development of staff• Able to prioritise and manage own time effectively, balancing multiple demands• Able to demonstrate diplomacy and discretion• Team player who is able to work collaboratively within a team• Able to deal with people from a broad cross-section of backgrounds at all levels internally and externally• Honest & trustworthy	<ul style="list-style-type: none">• Able to adapt quickly & effectively to changing circumstances
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