

Careers Development Professional - L6 Apprentice

Salary: Grade 4 – £24,790 - £25,183

Hours: Term Time only - 37 hours per week +additional events
(1/2 Hour Lunch unpaid)

Reporting to: Careers Leader

We are looking to appoint a highly motivated and dedicated individual to undertake the level 6 training for the Career Development Apprenticeship. This role will suit someone who wants to forge their own career path and gain a higher level of qualification, someone looking to re-train from their current role, or someone returning to the workforce and eager to forge a new career for themselves.

The successful applicant would begin the course in September 2025, spending one day a week on the training element of the apprenticeship. The other days will be supporting learners and the Careers Leader with career development activities in and out of school, as well as contributing to wider careers and school activities. The course will last for 18-24 months and upon completion the successful candidate will receive the level 6 Diploma in Career Development through OCR, as well as the Career Development Certificate. The successful candidate will be able to register on the Career Development Institute's (professional body for careers) website as a practicing professional on completion, adhering to the code of ethics of the profession. On completion of the course the successful applicant will become one of the Career Development Practitioners for Oriol High School

Person Specification

The candidate must have:

- A minimum of Grade C/4 English & Maths GCSE qualifications with the ability/potential to train at a level of education equivalent to a degree. A Level/Level 3 qualification is desirable.
- The drive to want to make a difference to help learners to make successful transitions and achieve their career potential
- A desire to work with students and adults alike
- A reliable and hard-working work ethic, whilst being honest and trustworthy
- willingness to be flexible and good at self-managing
- adaptability and a growth mindset
- the ability to be innovative and enterprising
- the ability to create, develop and deliver new ideas to both staff, parents and students

- the ability to lead on projects
- a strong team player with good communication skills
- a full, clean, driving licence
- due regard for safeguarding and promoting the welfare of children and young people.

Must be willing to obtain:

- pass the school's minibus driving test as soon as possible
- an enhanced DBS check (offer of employment will be subject to the results of the DBS)
- first aid training

Apprentice Career Guidance Professional - Key Tasks and Responsibilities

- to attend blended (in person and online) delivery days, group tutorials and 1-1 course mentoring sessions
- to complete the assessment requirements within the specified deadlines
- develop the capability to apply course learning to practice in supporting students
- develop competence in reflective practice to review and reflect own performance in supporting students and how you can continually develop
- support students with career conversations and group work activities
- support the Careers Leader in managing and delivering the overall careers programme in school.

Career Guidance Practitioner Key Tasks and Responsibilities (after completion of the apprenticeship)

- Provide impartial advice, guidance and support to students, in schools during one to one or group situations, supporting their decisions regarding progression routes in schools.
- Produce student career action plans to summarise interventions and record next steps
- Liaise with school staff, parents/carers and outside agencies, as and when appropriate.
- Maintain accurate management information including Destination Data.
- Lead/support the overall career development programme in school to include key areas such as the Personal Development programme, Careers fairs, parents evenings, trips/events, policy documentation and continuous improvement
- Maintaining your own eligibility to be on the CDI register.

Application Process

- Candidates should complete an application form, stating their suitability for the role to Oriel High School.
- For an informal discussion please contact Owen Svoboda on 01293 880350 osvoboda@oriel.w-sussex.sch.uk