

### **Careers Development Professional (Careers Officer)**

**Salary:** Grade 7 – £28,624 - £31,067

**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 who holds a Level 6 or higher qualification in Careers Development and who is a registered careers development professional.

#### **Job Context**

To carry out duties as a Careers development professional, working with individual students aged 11-19, providing high quality impartial information, advice and guidance to help students make realistic choices about education, training and work. They will advocate and provide practical support by brokering the access to services that individuals might need. To support teaching staff to raise the quality of careers information within the students' curriculum and to organise events for groups of students both on and off site, to enhance their experience and understanding of what their futures may be.

#### **Career Guidance Practitioner Key Tasks and Responsibilities**

- Provide impartial advice, guidance and support to students in school at key transition points, during one to one or group situations, thereby helping to support 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 sessions and support the overall career development programme in school to include key areas such as Careers fairs, parents' evenings, trips/events, policy documentation and continuous improvement
- Maintaining your own eligibility to be on the CDI register.

## **Job Description**

### **To provide general high quality impartial information, advice and guidance to students.**

1. To interview students one-to-one, finding out needs and other key information, recording outcomes and following up where necessary.
2. To manage a caseload of students.
3. To be an advocate for young people;
4. To use IT for administrative tasks, such as recording interactions with and tracking clients (students)
5. To use computer-aided guidance packages, skills assessment tools, psychometric tests and personal inventories.
6. To help plan and organise careers fairs and conventions.
7. To keep 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

### **To provide information, advice and guidance about a range of issues, such as careers, education, employment and training, housing, money, health, employability skills, university and college applications and job applications**

1. To assist young people in drawing up action plans for employment, education and training and supporting them to achieve these goals
2. To research careers, options and support organisations to meet young people's needs
3. To run small group sessions or larger presentations on all aspects of careers work and topics related to personal development
4. To liaise and negotiate with other organisations on behalf of young people.
5. To be available on Sixth Form results days, Year 11 results day and at open evenings, presentation/options evenings and careers evenings as relevant

### **To plan and coordinate work experience and Unifrog**

1. To build networks with employers increasing our potential number of host venues
2. Liaise with providers and students to secure work experience placements
3. Track student progress and outcomes from work experience.

### **Reporting and Record Keeping**

1. To keep up-to-date records, in a confidential manner, in line with school guidelines and protocols
2. To contribute to whole school initiatives and targets, and deliver and/or co-ordinate targeted group work, in negotiation with other pastoral staff
3. To produce summary reports to Leadership Team, as requested, on caseloads and other relevant statistics
4. To join in the school's performance management reviews for support staff on an annual basis. To undertake relevant and identified CPD;
5. To record and administer Work Experience and Work Related Learning in conjunction with our Careers Administrator.
6. To comply with any other reasonable requests from the Headteacher/Line manager when there are exceptional circumstances

## **Person Specification**

The candidate must have:

### **Essential**

- A Level/Level 3 qualification
- OCR Level 6 Diploma in Career Guidance and Development
- 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
- proactive
- 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
- The ability to work as part of a team.
- 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.

### **Desirable**

- Degree
- Level 7 in Careers
- Experience of two years or more of working with students in a careers advice environment for 11-19 age range
- Experience of work experience programmes

### **Must be willing to obtain:**

- pass the school's minibuss 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

## **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](mailto:osvoboda@oriel.w-sussex.sch.uk)