

## Job Profile and Person Specification

### Careers Advisor

**Salary NJC Senior Officer grade 32, £14.76 per hour**

**Usual working weeks: 40 weeks per year**

**Usual hours of work: 37 hours per week**

***This is a term time, plus one week of school holidays position***

Usual hours of work: 8.00am – 4.00pm, Monday to Thursday, and 8.00am-3.30pm on Fridays

NB There is also a requirement to attend Parents' Meetings after school hours

Working during school terms, plus 1 week in the school holidays (40 paid working weeks per year)

**Purpose of role:** To provide a full and impartial careers advice service, and also, support for disadvantaged students .

1. To provide 1:1 careers guidance for students on request and drop in interviews to all years from Year groups 9-13
2. Additional support for students with SEND and a focus on potential NEETS. Liaise regularly with departments/key stakeholders regarding students that are potential NEETS
3. Support for disadvantaged and Pupil Premium funded students, inspiring and encouraging them to maximise their potential and providing opportunities for them to experience
4. To monitor and track student destinations on leaving Kingdown School and complete required returns
5. Support students by attending exam results days for Year 11 and Post 16 students
6. To support students in the writing of CVs and UCAS personal statements
7. To organise and provide mock interview opportunities
8. To organise work experience
9. Provide staff and students with advice and guidance on apprentice schemes
10. To attend parent and option evenings to offer careers support and advice
11. To ensure that Health and Safety policies and procedures are followed

### Person Specification

- Graduate with, Post Graduate Diploma in Careers Guidance and current membership of the Careers Development Institute professional body.
- Team player with good interpersonal skills who is dedicated to providing an excellent standard of service to students and colleagues
- Able to build sound and effective working relationships with employers, further and higher colleges of education
- A highly organised individual who is able to effectively prioritise a demanding workload
- Sound IT skills and an aptitude to learn new skills
- A keen eye for detail and accuracy
- Ability to work accurately at pace and to strict deadlines
- Holds a current Emergency First Aid at Work certificate, or is willing to undergo training and be willing to fulfil first aid duties
- Holds a full clean driving licence and is willing to undergo training to drive the school minibus
- A self-starter with strong self-motivation

***Kingdown School is part of the Acorn Education Trust***

*Kingdown School and the Acorn Education Trust are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

***If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service, as well as health screening.***