**Careers Adviser and Business Relationship**

**Manager**

**Job Description**

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

**SALARY: NJC GRADE 8, points 20-24**

**£25,295 to £27,905 (pro rata £22,376 – £24,685)**

**HOURS: Term time only plus 5 INSET Days and 1 additional week**

**8.15 am – 4.15 pm (3.45 pm Friday), 37 hours per week**

**(30 minutes lunch)**

**LOCATION: Worthing High School**

**South Farm Road**

**Worthing**

**West Sussex BN14 7AR**

**Headteacher: Pan Panayiotou**

**Number on roll: 1074**

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| **Job Title: Careers Adviser and Business Relationship Manager** |
| **Accountability: Reports to Business Development Manager, ultimately to Headteacher** |
| **Person Specification:**  **Qualification criteria**   * You must hold a Diploma in Careers Guidance or Qualification in Careers Guidance to Level 6 (essential) * Post Graduate Business Qualification (desirable) * Educated to a minimum of GCSE Standard (A\*-C) in Maths and English (essential) * Current driving licence with D4 (desirable)   **Skills, Knowledge and Experience**   * You will be experienced in providing high quality Careers Guidance to young people from KS3 and KS4 (essential) * You will have experience of developing and delivering CEIAG within an education setting * You will have experience of successfully motivating students to plan and achieve their career goals * You will have experience of placing students for work experience (desirable) * You will have experience of liaising with work experience providers (desirable) * You will have experience of developing links with the business community including a school alumni database (desirable) * You will have experience of working in a secondary school or with young people (desirable) * You are able to deliver presentations to students and adults (essential)   **Personal characteristics**   * Excellent interpersonal and communication skills at all levels * Confident and enthusiastic individual * Proactive and helpful attitude towards staff, students, parents and employers * Excellent organisational skills * Networking skills across various sectors * The ability to manage your own caseload * Attention to detail and accuracy * Self-motivated and able to work on own initiative   Worthing High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |
| **Main Tasks/Duties/Responsibilities:** |
| **Careers Education Policy**  Ensuring the effective implementation and on-going review of the school’s Policy for Careers Education Information and Guidance (CEIAG) to include:   1. **Work Experience**  * Co-ordinator for annual Year 10 work experience programme and extended work experience for selected KS4 students * First point of contact for all work experience queries. * Production of all student materials – work book/student help booklet. * Liaise closely with students in assisting them in finding of work placements and communicating with employers in arranging these placements * Liaise with inclusion team about any students that require specific placing * Interviews with all Year 10 students about choice of placement to ensure students are compatible with their placement. Liaise with parents if necessary * Extended work experience placements – liaising with LT regarding students in Year 10 and 11 who require placing on extra placements – maintaining contact with employers, students and parents. * Maintaining records for the monitoring of these students while out on extended work experience – either by phone or visiting in person. * Ensuring all placements are covered by insurance and following up those that need special arrangements. * Co-ordinating work experience details, maintaining database with relevant up to date information with print outs as necessary. * Arranging visits to every student by a member of staff during work experience week and whilst on extended placements. * Dealing with work experience administration. * Keep in contact with employers before, during and after placements. * Support employers when students out on work experience week and may not be co-operative – speak to employers/students and parents to ensure the placement is a success. * Providing information to form tutors regarding work experience. * Organising of Year 10 preparation and debriefing sessions, including Health & Safety in the work place. * Liaise closely with Line Manager on all aspects of work experience.  1. **Careers Education**  * Liaise closely with students and be first point of contact for CIAG. * Tracking/destination of Year 11 students Post 16, as a requirement for Ofsted. * In depth 121 Careers Interviews for all students in Year 11 * Working closely with any students who are in danger of becoming NEET. * Attend Year 9, 10 and 11 Subject Review Evenings and Year 9 Options Evening and arrange for local 6th Form providers to attend. * Help Y11 students with all aspects of application forms for FE colleges. * Maintaining and updating booklets and publications/Careers information in the LRC alongside LRC staff including maintenance of current Further Education College prospectuses and application forms library for students * Arranging for representatives from local colleges/apprenticeships/businesses to attend drop-in lunch time sessions. * Maintaining Careers notice boards with information about college open evenings and poster displays. * Arranging dates for assembly talks from colleges/universities – promote to students. * Year 7 – organise “Who I am” software demo to all students (usually in Library lesson) * Year 9 introductory sessions with students who may need help regarding GCSE options choices. Providing 121 sessions during tutor time – provide regular quizzes about careers. * Inclusion interviews re: Moving On Plans - working with Inclusion students in all year groups providing support for careers choices * Liaise with PSHE co-ordinator at Worthing High School to support the delivery/co-ordination of WRL elements of PSHE programme for all year groups. * Attending local careers networking meetings. * Arranging regular programme of talks from colleges. Display posters and inform students via posters/flyers of dates through form tutors. * Responsible for organising the following events:   + Annual Post 16 Evening/Careers Fair for Year 10 and 11 students including contacting businesses/colleges/students and parents and inviting them to the event – plus all administrative tasks pertaining to this event.   + KS3 “The Apprentice You’ve Been Hired” event   + Annual Careers/ Employability Day for Y11 in November   + BAKED for Year 7   + National Apprenticeship and Careers Week activity programme   + Annual Big Interview for Y10 in March   + National Tenner Challenge * Responsible for designing and producing Post 16 Evening booklet for Year 11 students and parents. * Contacting colleges to provide their open evening information for Year 11 students and parents. * Ensuring that every Year 11 student who is not going on to Further Education receives appropriate information for their chosen path. * Recording Destination data for all Year 11 students. * Arranging for local colleges to attend GCSE Results Morning in August.  1. **Business Out-Reach**  * Organise our annual Business Partner breakfast in autumn term * Attending networking meetings with the possibility of securing businesses who may be able to help either with work experience or careers talks/curriculum support/mentoring of students. * Marketing our work experience programme to local employers and developing how we prepare students for the world of work. * Liaise with outside business representatives/ Future First/Speakers for Schools to come into school to talk/work with students – all administrative tasks involved with this – emails/letters of thanks.  1. **Alumni**  * Developing strategic priorities for the year ahead in association with SLT * Proactively using the Alumni Portal provided by Future First including sending regular e-newsletters to our alumni members * Engaging alumni members in school events such as Most Able student activities, Open Evening, Annual Careers Fayre, Annual Show, Mock Interviews and Curriculum Choice evenings. * Signing up Year 11 leavers and previous students to the Future First Database * Showcasing activities achieved and celebrating the academic & career success of ex-students / alumni members via wall displays in school, articles in school newsletter & school website * Oversee the Alumni Resource Library of historic documents relating to Worthing High School collected since 1914.   **Communication Skills**   * Preparation of work experience and careers letters, forms, handbooks, for students, staff notices and posters. * Give presentations to students including Year 10 for work experience preparation and debriefing session. * Communicating with students, staff, parents, etc in person and on the telephone. * Show empathy, tact and diplomacy when dealing with students and parents. * Maintain appropriate relations with senior staff, students and parents. |
| **Flexibility:**  To deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above.  The postholder will be required to work weekends and evenings to support enrichment and Duke of Edinburgh activities. |

Please note, because of the nature of this job, if you are successful in your application you will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will be done by means of applying for an “Enhanced Disclosure”. Disclosures include details of cautions, reprimands or final warnings as well as convictions, spent or unspent.

Version 4 – August 2019

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