



## Tolworth Girls' School & Sixth Form

### Job Description

<b>Post:</b>	Careers Advisor (Job share)
<b>Contract:</b>	Permanent - Term time plus 1 week's holiday work
<b>Hours:</b>	21.6 - 28.8 hrs/ 3-4 days per week,
<b>Salary Grade:</b>	E
<b>Spinal Points:</b>	20 - 24
<b>FTE salary</b>	£22,970 - £25,700 (Actual £12,245 - £18,260)
<b>Line Manager:</b>	Director of Sixth Form

#### **Important Functional Relationships**

Headteacher  
Teaching Staff  
Heads of Year  
Job Share Colleague

#### **Important External Relationships**

Local Employers  
Parents/ Carers

#### **MAIN PURPOSE OF JOB**

To take day to day responsibility for ensuring all students at Tolworth Girls' School and Sixth Form, receive effective Careers Education and Guidance (CEG) appropriate to their needs to enable them to progress successfully through learning and into work.

Managing and coordinating a programme at Tolworth Girls' School and Sixth form which includes career education, access to careers information and careers guidance in addition to opportunities to experience the world of work.

To manage and coordinate all aspects of Work Experience across the School.

Collaborative working with the key stakeholders at Tolworth Girls' School and Sixth Form in addition to liaising and planning with middle leaders in the School.

To support the work of teachers and support Tolworth Girls' School and Sixth Form in the delivery of the programme.

Network/visit and liaise with a range of partners from the wider community such as employers, FE and HE tutors, training providers, training events run by educational and professional bodies, managing a caseload of clients and partnership working with external providers of IAG services.



## MAIN RESPONSIBILITIES/ DUTIES OF POST

### Planning CEG

- Work effectively with Job share colleague and other relevant staff within TGS including SENCO, Heads of Year and tutors to plan and Co-ordinate this provision through existing structures and systems based on school systems.
- Identify CEG needs of all pupils and reference to statutory requirements for access to impartial and independent information and guidance where appropriate.
- Liaise with Connexions provision of 'vulnerable learners'.
- Co-ordinate Connexions work through SENCO, Child & Family Workers and Heads of Year.
- Prioritise workload effectively and provide a detailed calendar of working with year groups throughout the year.
- Develop and maintain an effective resource base for CEG. This includes electronic resources Web pages and readily accessible information in the Careers Library, VLE.
- Keep parents/stakeholders informed of CEG programme, events and information.

### Delivery of CEG:

- To display CEG materials on designated boards and to update regularly.
- To produce relevant publicity materials about Careers events.
- Provide one to one interviews and action plans for all year 8-11
- To develop and maintain strong working relationships with school staff and the diverse network of agencies and service providers to secure referrals of young people to opportunities that are appropriate to their needs.
- Work with other staff in supporting access to alternative education programmes.
- To promote and encourage learning, provide support to young people to access learning paths.
- Provide information on learning opportunities, and to advocate on behalf of young people with learning providers.
- Provide information, advice and guidance about a range of issues, such as careers, education, employment and training, housing, money, health, drugs and bullying; either directly or in partnership with specialist agencies.
- Assist young people to draw up action plans for employment, education and training and supporting them to achieve these goals whether individually or in a small group.
- Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development.
- Liaising and negotiating with other organisations on behalf of young people.
- To work with job share colleague to assist with organising Work Experience placements
- Conduct career coaching with students via face-to-face and electronic methods to provide informed support on their job, and course applications.
- To undertake and plan outreach activity such as University Open Days or other Careers events if necessary.
- To organise employer visits, mentoring, website and telephone helpline access via National Careers Service.
- Identify and support the training needs of those involved in CEG/WRL.
- To work with job share colleague to maintain accurate records and statistics to demonstrate the progress of individual young people to ensure effective monitoring, evaluation and sustained contact; to report on outcomes against targets as required.



- Attendance at parent's evenings, sixth form open evening and internal careers exhibition.

#### **Assuring quality and improvement by:**

- To work with Job share colleague to undertake monitoring and review of effectiveness/student perceptions of CEG.
- Maintaining and building a professional understanding of the labour market, careers opportunities, routes into post 16 study training, apprenticeships, post 18 study and employment.
- To track destinations of school leavers in allocating Years within 11, 12 & 13 and to liaise with relevant outside agencies with this.
- To represent the schools and work with others - including 6th form team, external businesses, HE institutions and others to monitor the effectiveness of Teaching and Learning in CEG and external providers.
- Reporting the effectiveness of CEG to Line Managers and advising on strategies for improvement
- Any other duty appropriate to the general area of operation and in line with the broad range of responsibilities and aptitudes expected

#### **SAFE GUARDING**

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible or comes into contact with. Further details are found in the policies Keeping Children Safe in Education and Schools Code of Conduct.

#### **HEALTH AND SAFETY**

The post holder will be responsible for his/her own health and safety. All duties and Responsibilities must be carried out in line with the specific requirements detailed in the school Health and Safety policies.

#### **POLICIES AND PROCEDURES**

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

#### **EQUAL OPPORTUNITIES**

School is committed to Equal Opportunities and expects all staff and volunteers to Recognize and value differences and to treat everyone with dignity and respect.

#### **VARIATIONS TO JOB DESCRIPTIONS**

Due to changing demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.



## TRAINING AND DEVELOPMENT

The school is committed to the personal and organizational development of the individual. The post holder will be encouraged to identify job-related development needs and actively seek CPD as part of their annual appraisal.

### Person Specification

Skill Set & Knowledge Required	Essential	Desirable
Level 2 English and Maths	*	
Level 6 CEIAG qualification - or working towards		*
Experience of working with young people 11-16 providing an information, advice and guidance service.	*	
Knowledge of the CDI framework and Gatsby Benchmarks		*
Excellent communication skills verbal & written. Confident using the Microsoft suite.	*	
Excellent attention to detail	*	
Professional and approachable 'can do' attitude	*	
Able to energise and enthuse others	*	
Ability to work under pressure and meet deadlines, working with great organisational skills	*	
Can demonstrate inclusive and collaborative working	*	
Willing to undertake additional training & CPD	*	
First-aid trained		*
Experience of working in a fast paced school environment		*

*School retains the right to amend job descriptions to reflect changing requirements*

Name:			
Signed:		Date:	