

JOB DESCRIPTION

Subject to the current agreed terms and conditions
of employment as set out in the Conditions of Service Handbook.

Job Title:	Careers Adviser
Job Purpose:	1. To support the Director of Personal Development and Director of Progression H.E. in the delivery of high-quality provision for 16-19 students which supports aspirational progression to higher education, apprenticeships and employment. 2. Provide a professional, careers information, advice and guidance service to support students' progression planning.
Accountability to:	Director of Personal Development

Key Responsibilities and Key Tasks:

- 1. Contribute to the organisation, delivery and tracking of a high-quality Careers Programme for 16-19 learners.**
 - a. Support the Progression Directorate in the promotion and delivery of a stable careers programme which meets the Gatsby Benchmarks.
 - b. Act as an adviser to curriculum teams to ensure that learning is linked to careers across the range of subjects and to encourage engagement with related employers and higher education providers.
 - c. Act as an adviser to the Senior Personal Development Tutor and Enrichment Co-ordinator in the development of careers related content for the Tutorial and Enrichment Programmes.
 - d. Act as an adviser to the Student Services Team providing specialist guidance and support with the UCAS application process and the provision of references.
 - e. Act as an adviser to the Admissions Team, providing targeted information to support transition guidance for secondary schools.
 - f. Support and promote careers events, webinars, workshops, external careers fairs and resources across the curriculum, contributing to a vibrant and up to date Careers SharePoint site.
 - g. Foster effective relationships with local FE/HE providers, careers organisations and (in partnership with the Work Experience Coordinator) with local and national employers, to enrich and develop opportunities for students.
 - h. Ensure engagement with the careers programme is tracked and recorded using MyProgress Notes and the Unifrog Platform, facilitating effective management reporting and a robust evidence base for inspection and audit purposes.



2. Organise, deliver and track high quality 1-1 Careers Information, Advice and Guidance (CIAG).

- a. Work with the Progression Directorate to plan, prioritise and deliver a schedule of 1-1 CIAG throughout the academic calendar.
- b. Work collaboratively with careers teams across the HLA Trust to deliver information and guidance, when required, at strategic points during the academic year.
- c. Liaise with the Careers & PD Assistant to establish and maintain a universal booking system for CIAG appointments.
- d. Provide student-focused, impartial career guidance that helps students to progress, plan and manage their futures by making aspirational and realistic career decisions, based on opportunity awareness and up to date labour market information.
- e. Provide specific CIAG for students at key transition points including enrolment, programme changes, Foundation to Level 3 progression, 1A to 2A progression, mid-course leavers (especially students at risk of being NEET) and end of course leavers.
- f. Ensure high quality CIAG is in place for all vulnerable learners (LAC, SEND, EHCP).
- g. Maintain accurate records of all careers advice and guidance offered to support career learning, planning and development.
- h. Act as an adviser to pastoral and support staff to ensure all students receive up to date CIAG.
- i. Act as a point of contact for parents seeking advice to support students with progression and careers planning at home.

3. Coordinate and support higher education, careers and employability events, training and support.

- a. Work collaboratively with the Progression Directorate, Work Experience Coordinator and Student Services Team to coordinate Progression events, activities and support.
- b. Take responsibility for coordination of key events and activities (e.g. Next Steps Careers, HE Evenings, Careers Fairs, Challenge of Management, Young Enterprise, Widening Participation).
- c. Attend relevant college events (including evenings), external training and networking events related to higher education, careers and employability.
- d. Maintain strong links with the West Sussex, Brighton & Hove Careers Hub and other careers and employability organisations.
- e. Contribute to Progression related staff training.
- f. Support the Admissions Team at Post-16 IAG events where needed.

4. Any other duties

- a. Undertake any other reasonable tasks, as required.

