



## KANTOR KING SOLOMON HIGH SCHOOL JOB DESCRIPTION – Careers Advisor

Scale Point: LBR7  
Hours of work: 36 hours per week, 44.26 weeks of the year

**Responsible to:** Senior Leadership Team

**Purpose of Job:**

To work within the school to provide impartial careers education, information, advice and guidance to students, to deliver quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways.

**Main duties and responsibilities:**

- To lead on implementing the Gatsby benchmarks within the school
- To interview students on a 1:1 basis or in small groups as appropriate to student's/school's needs and ensure students have a transition and action plan accordingly.
- To ensure there is a range of opportunities for students to learn about the world of work and future careers opportunities.
- To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money; including signposting within school to key areas of support within the pastoral team.
- To research careers, options pathways and support organisations to meet young people's needs.
- To run small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
- To liaise and negotiate with other organisations, with and, on behalf of young people.
- To prioritise support and guidance for students and parents at key points in the school year; specifically KS4 Options Programme and Evening, Post 16 options evening, Year 9, 10, 11 & KS5 subject/parents evening, results days Year 11 and Post 16 qualifications.
- To use, and where appropriate, establish IT systems for administrative tasks, such as recording interactions with and tracking clients.
- To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
- To review resources in school used for Careers Lessons and research and develop new packages.
- To support the UCAS application processes.
- To lead the organisation, coordination and management of all education and career pathway events to include for example, careers fairs.
- To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
- To plan and contribute, where necessary and appropriate, to the delivery of careers education activities.
- To organise and provide training, guidance and support for school staff so that they are equipped to deliver quality careers programmes.
- To organise and update school's careers library and appropriate career displays.
- 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 and disseminate this information to the Senior Leadership Team
- To review and evaluate the quality of provision of careers education and guidance and provide reports for SLT and Governors.
- To undertake any other duties commensurate with this grade which may be required

The post holder may be expected to be available to work outside of their normal hours from time to time, and to attend exam results days during August.

**Qualifications**

Qualifications: The Post holder should hold a Level 4 Diploma in Career Information and Advice and a Level 6 Diploma in Career Guidance and Advice or other relevant degree qualification. Consideration will be given to a candidate currently working towards their Level 6 Diploma.

**Equality and Diversity**

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Redbridge. All employees are expected to understand and promote equality and diversity in the course of their work

**Safeguarding Children**

This school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Senior Leadership Team.

Name:	Signature:
Date:	

This Job Description will be reviewed annually.