

## **JOB DESCRIPTION**

### **QUALIFIED LEVEL 6 (CIAG) SCHOOL CAREERS ADVISER**

<b>Reports to:</b>	Head of Careers and Employability
<b>Responsible to:</b>	Warden
<b>Contract:</b>	Permanent
<b>Salary:</b>	Dependent on experience. Salaries are reviewed annually by the School with any increases effective from 1 <sup>st</sup> September.
<b>Contracted hours:</b>	This is a full-time, term-time only position. Working hours are 7.5 hours per day, Monday to Friday, with an unpaid lunch break (giving a total of 37.5 hours per week).

#### **1. Role Purpose**

The role holder will be an experienced L6 (CIAG) Qualified Careers Advisers who will join the School's Careers Department to provide careers advice, guidance and support to individuals and groups of young people. The role holder will assist the Head of Careers and Employability in organising larger careers events, inviting external providers and helping co-ordinate work experience.

#### **2. Role Dimensions and Scope for Impact**

This is a new role and there is scope to become part of a new Careers programme to help the School's careers provisions reach its full potential.

The role holder will be part of an enthusiastic and dedicated Careers Department that considers supporting pupils in their decision-making process, a privilege. There will be the opportunity to explore all options available to pupils to progress to post-16 and post-18 choices, ensuring they reach their full potential.

#### **3. Core Responsibilities**

- Supporting students by providing them with professional, impartial guidance, to enable them to make decisions about their future.
- Delivering high quality and informative 1:1 and group sessions.
- Supporting the Head of Careers and Employability in the promotion, development and delivery of the Careers Programme (in line with the School's Strategic Plan).
- Researching and providing up-to-date careers and labour market information.
- Assisting with the organisation of larger careers events.
- Liaising with external providers where necessary.
- Supporting with the coordination of a work experience programme.

## Other Duties

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. You may be therefore required to undertake other tasks and duties that commensurate with the grade and nature of the role and/or in the reasonable discretion of the School.
- This job specification is current at the date shown. It will be reviewed from time by the Bursar to ensure that it remains current and the School reserves the right to make reasonable changes.

## 4. Knowledge, Skills, Experience and Personal Attributes

### Qualifications

Level 6 (CIAG) Qualified Careers	Essential
e.g. ROSPA Work Experience Placements Risk Assessments (Schools)	Desirable

### Knowledge and understanding

Extensive knowledge of LMI, Degree Apprenticeships, HE information	Essential
Good practical understanding of Gatsby benchmarks and CDI framework	Essential
Experience of developing and delivering CEIAG within an education setting	Essential
Knowledge of the university admissions system and student finance	Desirable

### Skills

Ability to relate well to young people	Essential
Outstanding communication skills	Essential
Events organisation	Desirable

### Experience

Experience working in the independent education sector	Desirable
Previous experience of coordinating a successful work experience programme	Desirable

### Personal attributes

Commitment to safeguarding children and young people	Essential
Commitment to continuous professional development	Essential
Willingness to commit to the School's aims and values	Essential
Commitment to equity, diversity and inclusion and understanding how this applies to the role	Essential

## 5. Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families, or to the general business of the School, and they are required to exercise due consideration in the way in which they use such information. A strict code of confidentiality must always be respected and followed. The School is registered as a Data Controller with the Information Commissioner's Office (ICO) for the purposes of UK General Data Protection Regulation (UK GDPR) and staff must not at any time use the personal data held by the School or disclose such data to a third party. Staff should not act in any way which might be prejudicial to the School's interests.

## 6. Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and

supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the Disclosure and Barring Service.

## **7. Health and Safety**

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

## **8. Holiday**

This is a term-time only role and the remaining weeks of the year are non-working weeks, of which 5.6 weeks (pro-rata if part-time) count as paid holiday. Bank holidays which fall in term time may well be working days for which no time off in lieu or extra remuneration will be applicable. Out of term weeks would typically be considered during October Exeat, end of Autumn term (Christmas break), February Exeat, end of Spring term (Easter break), May Exeat and end of Summer term (Summer break till the end of the School's academic year).

## **9. Pension**

The role is eligible for membership of the School's pension scheme for support staff. This is a defined contribution pension scheme offering the following three tiers:

	<b>Employee contribution rate (‘You’)</b>	<b>Employer contribution rate (St Edward’s School)</b>
Tier 1	5%	8%
Tier 2	7%	10%
Tier 3	9%	12%

## **10. Probationary period**

The appointment is subject to a probationary period of three months.

## 11. Organisation Chart

