

# THE PIGGOTT SCHOOL

## A Church of England Academy

TWYFORD ROAD,  
WARGRAVE,  
READING RG10 8DS

Tel: 0118 940 2357



### Job Description

### Careers Advisor

**Salary:** Grade 5

**Hours:** 30 – 37 hours per week. Term time only plus one week in the summer holidays around exam results days.

**Responsible to:** Deputy Headteacher

#### **Job purpose:**

- To drive, lead, plan and deliver activities which engages the school's local community
- To lead and co-ordinate the delivery of IAG (Information, Advice and Guidance), apprenticeships and work related learning in the school.
- To develop and/or support community activities
- To lead on the Gatsby Benchmark to further embed careers in the school.
- To lead and plan Work Experience for students.

#### **Accountable for:**

- Day to day responsibility for ensuring all SEND and Pupil Premium students receive effective Information, Advice and Guidance (IAG) appropriate to their needs to enable them to progress successfully through learning and into work.
- The provision of impartial and independent careers advice and guidance to all students.
- Managing and co-ordinating a programme which includes career education, access to careers information and careers guidance in addition to opportunities to experience the world of work.
- Liaising 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.
- Recording intended destinations using Compass +.

#### **The post-holder will be responsible for the following:**

#### **Providing strategic direction by:**

- Advising SLT on policy, priorities and resources for IAG and the development and delivery of a plan for outstanding careers education and guidance and Careers programmes.
- Securing students entitlement to CIAG.
- Ensuring the perspective and understanding of IAG to strategic planning and evaluation.
- Working to develop and manage effective programmes of CIAG, including community engagement for appropriate groups of learners.

## Planning CIAG

- Work effectively with other relevant staff, e.g. SENDCO, Pastoral Staff and Key Stage Assistants.
- Identify IAG needs of all students and reference to statutory requirements for access to impartial and independent information and guidance where appropriate.
- Prioritise workload effectively and provide a detailed calendar of opportunities and encounters for each year group throughout the year.
- Develop and maintain an effective resource base for IAG. This includes electronic resources, Web pages and readily accessible information in the Careers section of the Library.
- Keep all parents/stakeholders informed of the IAG programme, events and information.
- To work with SEND and Pupil Premium students to ensure they have the best opportunity post 16.

## Delivery of CIAG

- To display CIAG materials on designed boards and to update regularly
- To produce relevant publicity materials at Careers events.
- Provide one to one interviews and action plans for all Year 11s, 12s and 13s and other students as appropriate.
- 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 Provision/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 or school staff.
- Assist young people to draw up actions plans for employment, education and training and supporting them to achieve these goals whether individually or in small groups.
- Running small group sessions or larger presentations on all aspects of careers work and topics relating to personal development.
- Liaising and negotiating with other organisations on behalf of young people.
- Planning and organising careers fairs, mock interview days and conventions.
- Conduct career coaching with students via face-to-face and electronic methods to provide informed support on their job and course applications.
- To undertake outreach activities such as College Open Days or other Careers events.
- To organise employer visits, mentoring, website and telephone helpline access via National Careers Service.
- Identify and support the training needs of other school staff.
- 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 required, working with teachers and leaders.
- Attendance at Parents' Evenings, to prepare students for working life.
- Ensure at least six opportunities for students to engage with technical and vocational providers.

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

- Undertake monitoring and review of effectiveness/student perceptions of IAG.
- 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 Year 11, 12 and 13 and to liaise with the Local Authority with regards to this.
- To represent the school and work with others – including 6<sup>th</sup> form team, external businesses, HE institutions and others to monitoring the effectiveness of Teaching and Learning in IAG and external providers.
- Reporting the effectiveness of IAG to Line Managers and advising on strategies for improvement.

### **Community Activities**

- To lead and co-ordinate volunteering opportunities for students and staff within the school that take place within the local community.
- Contribute to the team that develops and delivers extended school services held at the school during holidays eg. Exam results days.

### **Other**

- The postholder will be subject to the school's appraisal process, setting targets which will be agreed and reviewed annually.
- The postholder is expected to carry out such other duties as may reasonably be assigned by the Executive Headteacher or Deputy Headteacher.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this post is expected to work within the policies, ethos and aims of the School. The postholder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

### **Safeguarding**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually and take responsibility in doing so.