

MATRIX ACADEMY TRUST
Job Description – Career Advisor

Arrangement:	All Year Round Working across Bloxwich Academy and Wednesfield Academy (possibility of supporting other schools if required)
Salary:	Scale Group 10
Responsible to:	Headteacher, SLT Careers Lead
Main Purpose:	<ul style="list-style-type: none"> To provide advice, guidance and information to young people in need of targeted support on learning, work and personal development opportunities and support to access these.
Main Activities:	<ul style="list-style-type: none"> Provide information, advice and guidance on learning and work for identified young people and referral to suitable opportunities. Provide information, advice and guidance on personal development opportunities and referral to appropriate support agencies. Use assessment tools to identify young people's attributes, circumstances, and barriers in order to inform their guidance and support needs. Organise and deliver programmes of small and large group work to help young people engage with and progress in learning and work. Establish and maintain effective working relationships with partners in order to exchange information and implement agreed protocols on referrals. Manage a caseload of young people, which includes recording information on progress and monitoring outcomes to ensure progression. Visit and liaise with opportunity providers, and other agencies to collect information appropriate to support the work with young people. Work with and advise opportunity providers and other relevant bodies to ensure that local provision is informed of the requirements of young people. Network with other professionals/advisers to understand their services and role in supporting young people and to develop appropriate links. Make use of ICT in undertaking the duties of the role and as required in the course of his/her employment. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices. Undertake appropriate self-assessment and qualifications to enhance the careers adviser role. Work with voluntary, statutory and community agencies and commercial bodies to ensure a coherent approach to overcoming barriers to learning and employment faced by young people. Complete destination tracking and share data with the Local Authority. Manage the CCIS System. Collaborate with key staff including pastoral and careers leaders to identify at risk students. Complete accurate and timely action plans. Record data regarding interviews and identify none attendees. Offer mock interviews to assist students applying for college and other learning provisions. Visit employers and professional agencies including liaising with experienced staff. Able to assist in out of hours work where required e.g. Careers Event

	<ul style="list-style-type: none"> • Be available to attend sites as required to Results Days advice and support.
Other Support to the Trust:	<ul style="list-style-type: none"> • Actively participating in the Performance Management process within the trust including meeting observations. • Developing and understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner • Identify personal training needs and participate in training and performance development whenever required • Be aware of, support and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of Matrix Academy Trust • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • To undertake any other duties appropriate to the grade of the post. • In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people • To undertake any duties reasonably directed by the Headteacher

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

MATRIX ACADEMY TRUST
Person Specification – Career Advisor

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
QCF Level 6 Diploma in Career Guidance and Development	E	A/S/I
Basic literacy and numeracy qualifications/skills	E	A/S/I
CDI Membership	D	
Experience and Knowledge		
Demonstrable experience of working with young people with a range of needs including S/I LDD, homeless, in the care system, teenage parents, those with experience of the youth justice system or who are, or at risk of not being, in education, employment or training (NEET)	E	A/I
Experience of actively involving young people in decision making	E	A/I
Experience of working with young people in a variety of settings, e.g. schools/college, the community, at home, in care	E	A/I
Experience of working with partners to achieve better outcomes for vulnerable young people	E	A/I
Knowledge of the looked after system and experience of working with children and young people who are looked after/care leavers/SEND	E	A/I
Competent use of Microsoft packages including Excel, Word and Teams	E	A/I
Awareness and understanding of careers related software e.g. National Careers Website Service, Prospect AC	E	
Awareness and understanding of the full range of options post Year 9, 11 and 13	E	
Awareness of Safeguarding Children and Young People policies and processes	E	A/I
Ability to facilitate and recognise young people's achievement.	E	A/I
Ability to facilitate group work with young people	E	A/I
Ability to demonstrate an understanding of and commitment to equality of opportunity within practice.	E	A/I
Practical Skills, Personal Qualities and Behavioural Attributes		
Ability to work effectively with other colleagues	E	A/I/S
Good organisational skills	E	A/I/S
Ability to follow management instructions	E	A/I/S
Understand procedures and legislation relating to confidentiality	E	A/I/S
Willing to participate in professional development opportunities to support your role	E	A/I/S
An open, honest and active listener	E	A/I/S
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I/S
Excellent inter-personal skills, with both children and adults	E	A/I/S
Committed to the needs of the pupils, parents and other	E	A/I/S