



**Job Description and Person Specification**  
**Careers Advisor**



## **JOB DESCRIPTION**

### **Careers Advisor**

<b>GRADE:</b>	Grade 6 (pts 9-10)
<b>HOURS:</b>	10 hours per week / 38 weeks per year
<b>ACCOUNTABLE TO:</b>	SLT link for Careers
<b>JOB PURPOSE:</b>	To provide high-quality, impartial careers information, advice, and guidance to students, supporting them to make informed decisions about their future education, training, and employment opportunities.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Careers Guidance**

- Deliver high-quality, impartial one-to-one careers guidance interviews to students across Key Stages 3 and 4.
- Support students in identifying their strengths, interests, aspirations and career goals.
- Support students in researching career options and labour market information.
- Maintain accurate records of guidance interviews and agreed action plans.
- Assist students with CV writing, personal statements, interview preparation and employability skills

#### **Careers Programme Delivery**

- With support from Senior Leaders plan, implement and evaluate the school's careers programme.
- Contribute to the achievement and ongoing development of the Gatsby Benchmarks.
- Support the effective use of careers platforms and tracking systems, including Compass+ and other relevant software.
- Promote awareness and facilitate careers opportunities through assemblies, workshops and co-curricular trips

#### **Employer and Provider Engagement**

- Develop and maintain positive relationships with employers, apprenticeship providers, colleges, universities and training organisations.
- Support the organisation of careers fairs, employer encounters, workplace visits and work experience opportunities.
- Ensure compliance with Provider Access Legislation requirements.

#### **Monitoring and Evaluation**

- Maintain accurate careers guidance records and destination data.
- Support the collection and analysis of student destination information.
- Contribute to self-evaluation and quality assurance processes.
- Prepare reports and information as required by senior leaders, governors, Ofsted and external quality standards.



**General Responsibilities**

- Promote safeguarding and the welfare of children and young people.
- Adhere to all school policies and procedures.
- Participate in relevant professional development activities.
- Undertake any other reasonable duties commensurate with the grade and responsibilities of the post.

**School Ethos:**

- To play a full part in the life of the school community, to support and uphold the school's values and to encourage staff and students to follow this example.
- To comply with the school's health and safety policy and undertake risk assessments as appropriate.
- To promote actively the school's policies and procedures
- To engage in continuing professional development as agreed.
- To undertake any other reasonable duties as directed by the Headteacher.

***Note:** This job description is not exhaustive and may be amended to reflect the changing needs of the school, in consultation with the postholder*

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

**SIGNATURES:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

**Signed:** \_\_\_\_\_  
**(Employee)**

**Dated:** \_\_\_\_\_

**Signed:** \_\_\_\_\_  
**(Headteacher)**

**Dated:** \_\_\_\_\_

*Lutterworth High School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon satisfactory pre-employment checks, including an enhanced DBS disclosure, online searches as part of our safer recruitment process, satisfactory references, and medical clearance.*



**PERSON SPECIFICATION**  
**Careers Advisor**

**Qualifications**

Essential	Desirable
<ul style="list-style-type: none"><li>GCSE Grade 4/C or above (or equivalent) in English and Mathematics</li></ul>	<ul style="list-style-type: none"><li>Level 6 Qualification in Careers Guidance and Development (or working towards) Membership of a recognised professional careers body</li></ul>

**Experience**

Essential	Desirable
<ul style="list-style-type: none"><li>Industry experience</li></ul>	<ul style="list-style-type: none"><li>Experience in a secondary school setting</li><li>Experience of working with students with SEND</li><li>Experience organising careers events.</li><li>Experience of providing careers guidance and advice to young people</li></ul>

**Knowledge**

Essential	Desirable
	<ul style="list-style-type: none"><li>Knowledge of local labour market information</li><li>Understanding of Ofsted expectations relating to careers education</li><li>Knowledge of Compass+ and careers management systems</li><li>Knowledge of post-16 and post-18 pathways</li><li>Understanding of Gatsby Benchmarks and statutory careers guidance</li></ul>

**Skills**

Essential	Desirable
<ul style="list-style-type: none"><li>Excellent communication and interpersonal skills</li><li>Ability to build positive relationships with students, staff and external partners</li><li>Strong organisational and administrative skills</li><li>Effective IT skills including Microsoft Office and online careers resources</li></ul>	<ul style="list-style-type: none"><li>Presentation and workshop facilitation skills</li></ul>

**Personal Qualities**

Essential	Desirable
<ul style="list-style-type: none"><li>Commitment to supporting young people to achieve their aspirations</li><li>Commitment to equality, diversity and inclusion</li><li>Professional, approachable and trustworthy manner</li></ul>	

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