

Job Title: **Careers Adviser**

Responsible to: **Head of Careers**

Responsible for:

1. Contributing to all areas of careers work with sixth form students.
2. Provide impartial information, advice, guidance and support through one-to-one interviews with students, which could include Access students on the AHED site.
3. Following the CDI (Careers Development Institute) Code of Ethics and Practice for Careers Professionals.
4. Providing and delivering group sessions to sixth form students in conjunction with other members of the careers team.
5. Maintain records of interactions with students and groups, along with completing appropriate feedback for EHCP reviews
6. Supporting evening events organised by the college and department, as required.
7. Supporting the Head of Careers and team members with careers events and activities.
8. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
9. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
10. Any other duties as reasonably requested by the Head of Careers or the Principal.

Debbie Mahoney

Head of Careers

December 2024

Job Title: Careers Adviser

Essential Requirements:

- Recognised Careers Guidance qualification at Level 6 or above
- Experience of providing 1-1 careers guidance interviews to young people under 18
- Recent experience of working in a post 16 environment
- Up to date knowledge of the current education system
- Familiarity with UCAS system and processes
- Awareness and understanding of the Gatsby Benchmarks, Careers Strategy and IAG practice
- Excellent interpersonal and communication skills
- Enthusiasm for working with young people
- Up to date knowledge of the post 18 options available to young people, including Higher Education
- Confident IT skills
- Proven administrative and organisational skills
- Proven ability to give presentations to large and small groups
- Ability to work flexibly as part of a team
- Commitment to continuous professional development
- Commitment to the protection and safeguarding of children and vulnerable adults
- Commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not

Desirable Requirements:

- Up to date knowledge and experience of supporting young people with Education, Health and Care Plans
- Experience and knowledge of online career tools
- Up to date knowledge of national and local labour market
- Experience of establishing and engaging with employer and higher education links
- Experience of organising events

Debbie Mahoney, Head of Careers

December 2024