



NORTHAMPTON SCHOOL *for Boys*

JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Name:

Post:

Careers Guidance Adviser

NSB Support Scale range 25-29

£26,142.36 - £28,910.88 pro rata of £32,020 - £35,411 pa FTE

2 days per week, term time only Job share

8:00am-4:30pm Mon-Thur

8:00am-4:00pm Fri

1 hour unpaid lunchbreak each day

Subject Team:

Work-Related Learning Team

Line Manager:

Careers Leader

All staff are expected to:

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Always treat students with dignity and observe proper boundaries appropriate to a professional position.
- Have regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- Uphold school policy and practice, promote actively the agreed policies of the school, and implement the Code of Behaviour and Dress Code as a matter of routine.
- Follow agreed school policies for communications within the school.
- Ensure that accommodation is treated with respect and in line with any Health & Safety procedures.
- Play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example.
- Comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate.
- Be thoroughly professional and demonstrate consistently high standards of personal and professional conduct.
- Maintain high standards in their own attendance and punctuality.
- Work as a member of the support staff team and to contribute positively to effective working relationships.
- Communicate effectively with fellow members of the team.
- Be courteous to colleagues and provide a welcoming climate to visitors and callers.
- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post forms part of the work-related learning team which aims to provide a complete service for all students.

Our ideal candidate will have experience of working in a similar role and will hold a professional qualification such as the Level 6 Diploma in Careers Guidance or equivalent or be working towards this. As this is a part-time position it may suit someone with experience who wants to undertake a professional qualification in this area alongside paid employment.

Careers Advisor - day to day tasks:

- Keep up to date with current practice in Careers Education Guidance
- Deliver 1:1 Careers Guidance meetings for students in Y11, Y12 and Y13 within a structured programme and monitor the engagement of those students, their progress and data across the School's careers platform, Unifrog
- Provide drop-in advice sessions for students
- Maintain accurate records.

Careers Advisor - Careers Team and annual tasks:

- Liaise with appropriate members of staff to ensure excellence of provision and continuity
- Assist the Careers Team to maintain Gatsby Benchmarks and fulfil Baker Clause requirements
- Track and support Y11 leavers and destination data
- Support the delivery of careers workshops for all year groups
- Track and target students for specific areas of interest in Y11-13
- Support work experience placement sourcing
- Support the Careers Team with PAL related events and workshops, fostering connections within a range of industries, educational institutions and training providers
- Attend termly team meetings and to be part of the annual review/ planning for the following year
- Any other duties as requested from time to time by the Headteacher or his agent

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The governors actively seek ways in which to attract and retain good staff. This currently includes, amongst other things: a free Surface Device for teachers, free use of the 25M Swimming Pool and School Gym, free counselling and mental health support and free access to qualified physiotherapy. Please see this link for full details: [NSB Employee Benefits](#)

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.

Support Staff are actively encouraged to undertake First Aid training to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check.

The Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Enhanced Disclosure and Barring Service check.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. Shortlisted candidates are asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview.

May 2023