



The Crypt School

Job Description: Careers Adviser

Grade: H levels 23-31 £21,268 - £27,668 pro rata

Employed for: 15 hours per week, 39 weeks per annum (0.35FTE equivalent £7,443 - £9,683)

Responsible to: Assistant Headteacher, Director of Sixth Form

All Schools are statutorily required to provide high quality and independent careers, information, advice and guidance for all learners from Year 8 onwards. As part of this guidance, schools are required to work more closely with employers in an enterprising capacity and offer high quality and cohesive careers education.

The post holder will work to ensure there is a:

- coherent programme of CEIAG from Year 8 to Year 13
- programme of engagement with employers and that this is mapped out across the School
- programme of one-to-one interviews for all students in years 11-13

Specific duties:

- to arrange careers interviews and provide impartial advice for students in years 8 -13
- to be available for consultation by individuals on a 'drop-in' basis, wherever possible
- to provide options guidance throughout school, including university/course selection by arranging careers talks for years 11-13 at lunch times or after school in liaison with HOYs.
- to support students with UCAS applications and deliver relevant presentations to students and parents
- to organise the annual Careers Fair (January) and management of the day
- fielding and forwarding emails asking for assembly spots to relevant HOYs/HODs
- advertising YES2JOBS vacancies for Work Related Learning
- being responsible for prospecti and careers posters and ensuring they are kept up to date in liaison with the Librarian.
- managing the careers budget & purchasing new and up to date careers resources and for LRC updating the Careers and resource companion oversight (our online database)
- liaison with the Oxbridge and MAGT coordinators regarding competitive university entry.
- liaison with HOYs regarding the employability awards & with HODs about careers talks in their subject areas
- disseminating relevant information to tutors via the daily bulletin and the KS4/5 weekly bulletins
- updating the School website with Careers information

The post holder will also work with the Head of PSHE & Citizenship and the Heads of each Key Stage to ensure that:

- mock interview preparation for Year 11 & 13 and UCAS prep in KS5 lessons takes place in Citizenship and that UCAS personal statements and applications are checked by Citizenship teachers in lesson time.
- students use the unifrog platform to explore post-18 choices
- the Citizenship team are kept up to date with careers provision
- the Year 12 Term 5/6 Career talks take place (organised with The VI Form Administrative Officer)
- all students have a clear path of progression at the end of KS4 and 5 to ensure there are no NEETs
- the latest advice is sought and disseminated on developments in university entry and apprenticeships and employment

April 2017