

JOB DESCRIPTION

Job Title: (With L6 Apprenticeship opportunity) Careers Advisor and Enterprise Engagement Officer

Salary: Grade 3: SCP 20 to 28

Purpose of Job Role:

To provide young people with opportunities for careers signposting, advice and information.
To maintain on-going effective relationships with employers, external organisations and oversee day to day work related interventions, pathways and opportunities for young people across all centres of JBA.
To support the whole Academy and Centre careers programme and improve young people's access to work related learning.

Duties and Responsibilities:

Day to day management of careers advice

- Work with JBA centres to identify young people and provide face to face individual careers guidance.
- Attend parents/carers events at your designated centre(s).
- Support young people in all key stages to explore the world of work and career exploration.
- Support young people in exploring and applying to post 16 options.
- In partnership with centres and parents/carers, support young people in accessing careers-based trips.
- Complete a career action plan for young people at the appropriate time.
- Attend EHCP reviews and contribute impartial careers advice and guidance.
- Track post 16 destinations and report to Assistant Principal and Careers Lead.

Day to day management of employer engagement

- Develop effective working relationships with employers within a variety of occupational centres.
- Develop links with external careers organisations in order to generate opportunities for JBA young people.
- Arrange health and safety checks for placements and visits.
- Alongside key centre staff, complete individual young people risk assessment for work related activities and trips.
- Maintain regular contact with employers to determine employer's individual offer and requirements.
- Work in partnership with the Careers Lead, Careers Advisors, Curriculum staff, centre staff, employers and external agencies to match young people to appropriate employer facing activity.

Day to day co-ordination of work-related interventions:

- Support employers to deliver interventions in each centre.
- Work with key centre staff to provide preparatory support for young people and provide in-work support to employers and young people.
- Work in partnership with key centre staff to complete daily attendance checks of young people on work placement.
- Communicate with the employer to identify support needs of individual young people.
- Determine employer's individual requirements and expectations and match with centre and young people.
- Work alongside centre staff to ensure that issues in the workplace are swiftly and effectively resolved.



- Support centre staff in delivery of work-related learning and employability group sessions.
- To track work related and careers activities outcomes for each centre and to maintain JBA input on Compass Plus.
- Build and maintain an employer database and work-related menu.
- Support centres to report on the progress of individuals.

Any other duties as commensurate within the grade in order to ensure smooth running of the Academy.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all Academy systems and procedures.
4. Abide by and adhere to all Academy policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Academy.
9. May be required to work at other James Brindley centres as the needs of the Academy dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Vice Principal or Principal may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: Careers Team

Responsible to: Careers Lead, Vice Principal and Principal

Responsible for: n/a

Job description issued after consultation

Signature of the Principal.....

Date

Copy received by

Signature of the Post holder.....

Date

