****

**HASMONEAN MULTI-ACADEMY TRUST**

## JOB DESCRIPTION

**Job Title:** Careers Adviser

**Responsible to:** Head of Careers

**Liaising with:** Heads of Sixth Form

Headteachers

Subject Staff

**Allowance:** NJC 28-30 (£34,209 - £35,751 FTE)

Actual Salary - £29,932 - £31,282

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Main Duties and Responsibilities for Careers Adviser

To lead the Sixth Form Careers Education in School which includes tailoring the programme to the specific needs of our Sixth Form cohort across both schools.

* Arrange Higher education and apprenticeship evening
* Arrange Careers Fair with Employers to provide information
* Collaborate with the Heads of Sixth Form regarding the delivery of a planned programme of careers education in PSHE.
* Help meet 6th form careers provision as identified in the Gatsby Benchmarks
* Hold personal interviews with all students between January and July of Y12 to give advice about career planning and alert students to different opportunities
* Produce information booklets as needed
* Attend Y12 and Y13 parent evenings
* In consultation with Heads of Sixth form, arrange UCAS day in summer term to give advice on personal statements. This day should also include a session on apprenticeship routes
* Manage Unifrog software.
  + Get subject references from teachers for all Y12, check quality and file until needed
  + Use platform to create and share timely tasks to guide and inform students.
* Oversee the UCAS process
  + Manage student applications including writing overall school references. This is for Y13, Y14 and occasionally could be for Y15, Y16 and Y17 students
  + Update the UCAS guide booklet
  + Provide support in matters of university entry testing, psychometric testing and Oxbridge testing
  + Be available in A level results week to give assistance and advice to students who do not get their offers
* Facilitate 6th Form open-day visits to Universities and External providers and information on external careers fairs and online events (National Careers Week 6th Form events)
* Give parents access to information concerning 6th Form UCAS/Careers provision as well as Apprenticeship programmes
* Oversee apprenticeships. Informing students about opportunities and helping students with the application process.
* Complete the US university applications using the Common Application portal.
* Liaise with and gather information about Israeli universities appropriate for our students.
* Establish links with universities and apprenticeship providers
* To organise and conduct mock interviews. To liaise with the wider community to provide support with mock interviews when applicable.
* Provide support to the Heads of Sixth Form in organising a Sixth Form Careers Enrichment Programme eg. arranging outside speakers, appropriate trips and activities outside of school
* Assess local employer needs and provide information about local employers to 6th Form pupils
* Maintain a database of 6th Form post 18/19 destinations
* Assist with 6th Form work experience week (Year 12)

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post and will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the School at the reasonable discretion of the CEO.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

A McClusky

CEO Hasmonean Multi-Academy Trust

November 2021