

JOB PROFILE

Job Title:	Careers Adviser	School/Department:	Harrogate Grammar School
Salary Grade:	Band 9 (SCP 17 – 22). £24,920 - £27,514 (Full Time Equivalent).	Working Hours:	Full time or part time opportunity. Minimum of 3 days a week. Term time only plus training days, plus 1 week to be worked over the summer.
Contract Type:	Permanent	Location:	Harrogate

Responsible to: Careers Leader

Role summary: To provide career information, advice and guidance to students, including personal guidance interviews. To help students develop their career planning skills and to support them to make realistic choices about future education, training or employment.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Occasional requirement to work outside of school hours and off school premises

Role specific responsibilities:

- To conduct impartial, personal career guidance interviews with students which challenge and support them to make informed, realistic and adaptable career decisions.
- To generate and maintain client records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.
- To track and monitor the progression from Year 11 into higher education, training and employment to support the gathering of destinations data.
- To use expert knowledge of careers and labour market information to enable students to identify, access, interpret and utilise valid and current information that is relevant to them.
- To organise and support careers events and other relevant activities in conjunction with the Careers Leader.
- To run small group/drop-in sessions or larger presentations on all aspects of careers work.
- To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others to support the delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
- To assist, where relevant, with the monitoring, evaluation and reporting of the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and maintaining the school's Quality in Careers Standard Award.
- To offer independent guidance and support to SEND students liaising with the SENCO in supporting the transition of vulnerable students and those with learning difficulties.
- To refer to specialist services if required to support specific needs of students e.g. young people with SEND.
- To communicate with relevant external agencies and networks for the benefit of students and the enhancement of the career guidance programme.



- To attend GCSE and A Level results day, parent consultation evenings (Year 9-13) and enrichment activities where appropriate.
- To ensure the school is compliant in all aspects of careers guidance.

RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required.
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

Red Kite Mission, Values & Leadership Expectations

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children’s lives.

Our Trust Values

Collaboration: we pull together to get the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements – personal and collective.

Integrity: we put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.

Respect: we champion equity, equality and diversity. We treat our staff, children and families and partners with respect and kindness – modelling our values and wanting the very best for each other.

Our Leadership Expectations

Coach your Team: our leaders use coaching principles to support their teams to be self-aware, grow and work collaboratively.

Lead with Respect: our ethical leaders lead with trust, integrity and show appreciation. Wellbeing and fairness are shared priorities.

Challenge for Excellence: our leaders challenge themselves and their teams to continually grow in their role and towards their aspirations. They support an innovative approach where colleagues are encouraged to try new approaches with the aim of improvement.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
A passion for making a difference to the life chances of all young people.	E	
Excellent communication, presentation and organisational skills.	E	
The drive and determination to reach and exceed targets.	E	
The ability to relate well and form meaningful relationships with young people in the 11-18 age range.	E	



The ability to build effective working relationships with staff and other stakeholders.	E	
The ability to work flexibly and collaboratively as part of a team as well as on their own.	E	
The ability to take initiative and implement change.	E	
A commitment to our mission and values demonstrated by current practice.	E	
Qualifications, Knowledge and Experience	Essential	Desirable
GCSE A* - C / 9 – 4 in English and Maths or equivalent.	E	
QCF Level 6 Diploma in Career Guidance and Development and/or a Post graduate Diploma in Careers Guidance.	E	
Qualification in Career Development (QCD) level 7		D
Expert knowledge of legislation and guidance on CEIAG.	E	
Knowledge of progression pathways for GCSE students including apprenticeships and T Levels, routes into work experience and an understanding of the Post 16 and Post 18 application process.	E	
Experience of offering information, advice and guidance to young people aged 11-18 including experience of NEET prevention and of having supported students from disadvantaged backgrounds in reaching aspirational destinations.	E	
Evidence of commitment to Continuing Professional Development.	E	
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people.	E	
Ability to maintain appropriate relationships and personal boundaries with children and young people.	E	

