



Ashton Community Science College



Job Description

Post:	Teacher of Careers / Careers Advisor
Reporting to:	Line Manager – Associate Assistant Headteacher / Careers Lead - J Murray
Responsible for:	The provision of a full careers learning experience and support for students
Working Hours:	195 days per year – Full time
Salary/Grade:	Unqualified Teachers pay spine

Overview of Role

To support the careers lead in the following

- To plan, implement and deliver an appropriately broad, balanced, relevant and differentiated careers curriculum for students from YR7-YR11.
- To monitor and support the overall progress and development of students as a careers teacher/ careers advisor
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential.
- To contribute to raising standards of student attainment, through raising aspirations for all.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.

Main Core Duties – Teaching/Curriculum Development

Operational/strategic/planning

- Work with pupils and staff to raise aspirations of future careers, through providing accurate and up-to-date advice and guidance on career pathways
- Help organise a range of careers events both within and outside the school day
- Support pupils to access careers and training events and apprenticeships
- Develop effective links with external agencies/organisations, including the careers advisory service and local businesses.
- Organise work experience/placements and employer engagement for pupils and monitor the effectiveness of these.
- To assist in the process of curriculum development across all subject areas, in relation to careers.
- To monitor the careers curriculum provision across the school and analyse student data

Individuals in this role may also:

- Deliver career related lessons, within the PSHE curriculum, where appropriate.
- Organise staff visits to work experience placements, including provision of guidance material for them

- Organise medium- or long-term work experience placements as part of alternative pathways for pupils at KS4
- Plan, organise and promote work-related learning, such as practice interview days and industry days
- Oversee arrangements for all pupils attending off-site provision, including interviews, taster visits, transport arrangements, monitoring progress and quality of provision, monitoring the costs of all off-site provision and co-ordinating and evaluating student assessment information
- Organise and monitor the quality of extended alternative work-related experiences which address 14-19 student needs

Curriculum provision

- To assist the Careers Lead in ensuring a bespoke and tailored careers programme is implemented
- To work with Heads of Departments/Faculties to ensure schemes of learning offer careers related learning

Curriculum development

- To assist in the process of curriculum development across all subject areas, in relation to careers.

Staff

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in the relevant areas including subject knowledge and teaching methods.
- To engage actively in the Appraisal process.
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To contribute to the process of monitoring and evaluation of the curriculum area/department in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.
- To review appropriately, methods of delivery and programmes of work.
- To take part, as may be required, in the review, development and management of activities relating to careers in the curriculum, organisation and pastoral functions of the school.

Management Information

- To maintain appropriate records and to provide relevant, accurate and up-to-date information for SIMS, Synergy, on-line reporting etc.
- To complete the relevant documentation to assist in the tracking of students careers learning and interaction with the Gatsby Benchmarks
- To track and analyse student progress and use information to inform future delivery and impact of provision.

Communication and marketing

- To communicate effectively with the parents of students as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in publicity and liaison activities such as Open Evenings, Parents Evenings, Celebration events and liaison events with partner schools.
- To contribute to the development of effective subject links with external agencies.

Management of resources

- To contribute to the process of the ordering and allocation of equipment and materials.
- To assist the Careers Lead to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the School, department and the students.

Students

- To be a L6 Careers Advisor who provides unbiased careers guidance to students
- To assist in raising aspirations and improving wellbeing by providing careers guidance to students.
- To evaluate and monitor the careers related progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and other reports.
- To alert the appropriate staff to problems experienced or disclosed by students.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- To apply the behaviour management and rewards systems so that effective learning can take place.

Teaching

- To teach students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.
- To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- To ensure that ICT, Literacy, Numeracy and the school's specialism are reflected in the teaching/learning experience of students
- To undertake a designated programme of teaching as directed by the Headteacher.
- To ensure a high quality learning experience for students which meets internal and external quality standards.
- To prepare and update subject materials.
- To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus.
- To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- To undertake assessment of students as requested by external examination bodies, departmental and school procedures.
- To mark, grade and give written/verbal and diagnostic feedback as required.

Other Specific Duties

- To 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.
- To support the school in meeting its legal requirements for worship.
- To promote actively the school's corporate policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- To undertake any other duty as specified by STPCB not mentioned in the above.
- To maintain the highest level of professionalism at all times.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a Leader or Manager to undertake work of a similar level that is not specified in this Job Description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

This job description is current at the date below, but following consultation with you, may be amended by the Headteacher to reflect or anticipate changes in the job or needs of the school

Date: 2nd October 2021