



Job Description

Post:	Wessex Careers Advisor
Contract Type:	Permanent
Salary/Grade:	Grade 11 (Points 20-25)
Reporting To:	Employability Lead

Job Purpose:

To deliver high-quality, impartial careers education, information, advice and guidance (CEIAG) across the Wessex Learning Trust in line with the Careers Development Institute guidance, statutory guidance for the Department of Education, and the Gatsby Benchmarks.

Duties and Responsibilities

Careers Guidance & Student Support

- Deliver one-to-one, impartial careers guidance interviews to learners as appropriate (Years 7–13) across relevant Wessex schools.
- Produce personalised careers action plans and maintain accurate records on Unifrog.
- Support learners in identifying progression routes, including further study, apprenticeships, technical qualifications, and employment.
- Support learners at key transition points (Post 16 and post-18).
- Provide targeted support for vulnerable, SEND, disadvantaged or at-risk learners. (NEET)
- Deliver group guidance sessions, workshops and assemblies.
- Ensure learners have a variety of employers, education and training provider encounters in accordance with the Provider Access Legislation (PAL)
- Support with careers events and resources, in addition this may include support with mock interviews, and enrichment activities.

Strategic Careers Delivery

- Work in collaboration with the Employability Lead to deliver a creative inspirational Trust wide programme, ensuring employer partnerships are strengthened and enhanced and labour market information is up to date. Empower staff to utilise the use of Unifrog ensuring consistency for learners.
- Contribute to the Trust's Employability and careers strategy in alignment with statutory DfE guidance.
- Collaborate and support school Career Leads to:-
 - conduct careers quality walks in schools to observe practice, identify strengths, diagnose gaps and provide clear and actionable feedback.
 - standardise student plans and use of Unifrog

	<ul style="list-style-type: none"> ○ Use Level 6 CDI professional status to maintain model and best practice, including a minimum of 25 hours careers based CPD per year verified by the CDI head of professional development and standards. ○ lead data driven improvement, analysing destinations, NEET risk indicators and learner feedback to shape strategic priorities and interventions. ○ deliver a coherent age-appropriate employability and careers strategy from first school/primary school to secondary school. ○ achieve and maintain compliance with Gatsby Benchmarks. ○ assist with preparation for audits or external quality awards (e.g., Quality in Careers Standard). ○ analyse destination data and contribute to reports for Trust leaders and local Partnership Boards. <p>Employer & External Partnerships</p> <ul style="list-style-type: none"> ● Collaborate and support school Career Leads to:- <ul style="list-style-type: none"> ○ Develop and maintain partnerships with local employers, training providers, colleges, and universities. ○ Develop and expand employer sponsored initiatives that enhance learner experiences ○ Support work experience programmes and employer engagement activities. ○ Liaise with organisations such as UCAS, Unifrog, Compass plus. <p>Staff & Curriculum Collaboration, with the employability lead;</p> <ul style="list-style-type: none"> ● Work with Careers Leaders and Senior Leadership Teams within schools. ● Support curriculum leaders to embed careers learning into subject areas. ● Provide training and updates to staff on careers guidance requirements. ● Mentor and coach careers staff. <p>Safeguarding & Compliance</p> <ul style="list-style-type: none"> ● Uphold safeguarding policies and promote student welfare at all times. ● Ensure guidance is impartial, confidential and compliant with CDI Code of Ethics. ● Maintain accurate, secure student records in line with GDPR.
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Collaboration and Working Together

	<p>This role will regularly liaise with the Trust Headteachers, senior leadership teams, local Partnership Boards and local and national businesses and networks.</p> <ul style="list-style-type: none"> ●Local Partners, (Executive)Headteacher, SLT (Senior Leadership Team) ●Teaching and support staff ●Learners ●Visitors ●Education and training providers
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Additional information

- The postholder will be required to travel within the local area of Trust schools and settings. A valid driving licence, relevant insurance and access to a vehicle is required. The post holder will need to have transport. Business mileage will be paid from your work base(s).
- Work occasionally outside office hours and thereby adhere to health and safety working procedures (i.e. lone working). It is important to note that some working flexibility will be required.
- Contributing to the overall ethos/work/aims of the Trust, appreciating and supporting the role of other professionals.
- Participating in training and other learning activities and performance development, as required.
- Undertake additional duties commensurate with the grade as directed by your line manager.
- Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation.
- Ensure the aims, priorities and policies of the Trust are adhered to.
- Act as a positive representative of the Trust and its learners in all circumstances and at all times.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress.
- Attending relevant meetings, as required.
- This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times.

The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.

This post will require an enhanced DBS check, online checks, and medical clearance.

Line Manager's Signature:

Date:

Post Holder's Signature:

Print Name:

Date:

Person Specification		
Category	Essential	Desirable
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a school/college • Experience of providing CEIAG to learners throughout their journey • Experience of working with a diverse range of learners with different needs • Experience of providing information, advice and guidance to young people 	<ul style="list-style-type: none"> • Experience and understanding of the UCAS application system
Education and Training	<ul style="list-style-type: none"> • Evidence of on-going professional development • General qualifications and education to at least level 2, including Maths and English • Level 6 Career Guidance qualification 	<ul style="list-style-type: none"> • Degree qualification
Personal Attributes & Professional Values	<ul style="list-style-type: none"> • Conscientious, honest and reliable. • Able to make carefully considered decisions. • Ability to work on your own initiative. • Ability to communicate with a range of adults and pupils/learners. • A commitment to self-improvement. • Capacity to motivate, inspire and challenge young people. • Ability to establish and maintain good relationships with a range of adults and pupils/learners. • An understanding of and commitment to equal opportunities issues both within the workplace and the community in general. • Ability to identify risks within personal objectives. • A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. 	
Other Requirements	<ul style="list-style-type: none"> • Excellent attention to detail to produce work at a high level of accuracy • Commitment to continuous improvement and willingness to learn from experience and practice • Ability to cope with unexpected situations and to find solutions to challenges • Flexible approach to work • Ability to work flexibly with some late evening commitment • Enthusiasm and commitment for the post and to the Trust's values • Commitment to equal opportunities and inclusion 	<ul style="list-style-type: none"> • Ability to represent the Trust at events • Knowledge of the Post 16 education sector