

Role title: Careers Advisor

Reporting to: SENDCo

Role outline and responsibilities

The Careers Advisor will champion a whole-school approach to careers education across an academy, embedding careers information and guidance across the curriculum, form time, and enrichment activities. This role ensures that all learners are prepared for future success in education, employment, or training, with particular attention to those with SEN and SEMH needs. The Careers Advisor will work collaboratively with staff, parents/carers and external partners to deliver an ambitious, inclusive careers programme that prepares all learners for their next steps.

Responsibilities

- Lead the integration of careers education into curriculum maps, lesson plans, and form time, collaborating with subject and PSHE leaders.
- Advise the senior leadership team on careers policy, strategy, and resources, ensuring alignment with Gatsby Benchmarks and statutory guidance.
- Plan, facilitate, and coordinate a comprehensive programme of careers activities, including annual Careers Fairs, employer encounters, work experience, and trips to FE/HE providers.
- Track and report on the delivery of careers guidance across the eight Gatsby Benchmarks using Pivot's CEIAG framework.
- Use data to monitor, evaluate, and continuously improve careers provision.
- Work closely with SENCo and subject leaders to ensure careers guidance is accessible and differentiated for neuro divergent learners with SEN and SEMH needs.
- Support the planning, monitoring and evaluation of the vocational opportunities for all learners to enable them to access and explore possible future careers.
- Develop and implement robust transition plans for all leavers, including taster days, 1:1 meetings, and post-Pivot follow-up.
- Proactively engage parents/carers in careers education, inviting them to events and providing regular updates.
- Build and maintain a network of alumni and external partners to enrich the careers programme.
- Negotiate service level agreements and commission guidance services as needed.
- Ensure compliance with legal requirements for independent careers guidance and provider access, including publication of the provider access statement.
- Uphold Pivot's values and safeguarding responsibilities in all interactions.
- Undertake all administrative tasks, planning, and meetings associated with careers provision.
- Secure funding for careers-related projects and manage links with the LEP and other external organisations.
- Carry out any other duties as requested by your manager.
- To promote and actively support Pivot's responsibilities towards mental health and wellbeing of our learners, your colleagues, and your own mental health.

Person specification

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> • Hold Level 4 or above in Career Information and Advice or working towards • Knowledge and understanding of statutory guidance for schools on providing careers guidance • Experience working with learners who are neuro divergent. • Experience of organising work experience placements for young people • Experience of organising events and supporting on projects • Evidence of being able to build and sustain effective working relationships with young people, staff, parents/carers, the community and partners 	
Knowledge and understanding	<ul style="list-style-type: none"> • Knowledge of the education, training and career opportunities available to learners post-16 • Excellent knowledge of learners with SEND • Knowledge of government policy in relation to careers education and the Gatsby Benchmarks • Knowledge of community resources and the ability to establish collaborative partnerships 	
Skills and abilities	<ul style="list-style-type: none"> • Demonstrable ability to think and act strategically, solve problems and make decisions • Confidence to challenge difficult or sensitive situations and escalate as appropriate • Excellent knowledge of IT systems and fully proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail • Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills • Experience in effective collaboration with external agencies • Strong interpersonal and communication skills to connect effectively with learners, families, and staff • Ability to work independently and manage time effectively • Sensitivity to diverse cultural and socioeconomic backgrounds • Ability to understand and address the challenges faced by learners and families 	

	<ul style="list-style-type: none"> • Skilled at developing creative solutions to address attendance and engagement barriers • Maintain high ethical standards in dealing with sensitive information and interactions 	
Personal qualities	<ul style="list-style-type: none"> • Strategic thinker and excellent leadership qualities • Deep respect for and understanding of learners from diverse backgrounds, with a commitment to equity and inclusion • Flexibility to work beyond regular school hours for meetings or family outreach as required • Willingness to travel locally for home visits and attend meetings as required 	