

## CAREERS ADVISOR - JOB DESCRIPTION

Pangbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

<b>Job Title:</b>	Careers Advisor
<b>Reports to:</b>	Head of Careers/Head of Sixth Form
<b>Department:</b>	Sixth Form
<b>Hours per week:</b>	2 days per week - 09:00 am to 15:30 pm
<b>Role type:</b>	Permanent Contract

### Key working relationships:

Head of Sixth Form  
Head of Careers  
Development Team  
Pupils  
All Staff

### Role Summary

The Careers Advisor will provide high quality advice and guidance to pupils from Year 9 to 13, supporting them with their post-16 & 18 options, higher education pathways, apprenticeships and career planning. The role will also involve contributing to creating a careers programme that helps broaden awareness of career opportunities, raise aspirations and support informed decision making at key transition points for pupils.

### Duties and Responsibilities

- Provide tailored one-to-one guidance interviews with Year 12 and 13 pupils, supporting university, apprenticeship and employment applications
- Deliver careers sessions for Year 11 and Year 9 to support subject choices, GCSE decisions and post-16 options

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- Organise and manage a Careers Fair
- Support the Head of Sixth Form and tutors with the UCAS application process including personal statements, course choices and interview preparation
- Work with the Development Team in creating and maintaining links with universities, training providers, alumni and employers to broaden opportunities for pupils
- Have an up-to-date knowledge of admissions procedures and current admissions trends for universities and further educational colleges
- Work directly with students to offer quality careers advice and guidance in relation to the Gatsby benchmarks and use the UNIFROG platform
- Collaborate with teaching and pastoral staff to embed careers guidance into the wider curriculum

## **Other**

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The Job Description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and College. This Job Description and accompanying documentation do not form part of the employment contract.

## **Child Protection and Safeguarding Policy**

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with the Pangbourne College Child Protection and Safeguarding Policy, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.

## **Terms and Conditions of Service**

The post holder will be required to comply with all policies and procedures issued by and on behalf of the College. The post holder will be subject to an Enhanced Disclosure and Barring Service Certificate.

The post holder will be required to participate in the College's appraisal procedures as an appraisee and if applicable, as an appraiser. The post holder will be required to attend statutory and mandatory training.

## **Information Security, Confidentiality and Data Protection**

During the course of employment the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All personal identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the General Data Protection Regulation and the College's Privacy

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Notice, unless explicit written consent has been given by the person identified.

## **Equal Opportunities**

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

## **Health and Safety**

Under the Health & Safety at Work etc Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the College and colleagues in complying with Health and Safety obligations to maintain a safe environment.