

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.

Job Title:	Careers Lead
Reports to:	Head of Careers
Department:	Careers
Hours per week:	0.5 FTE - Term time plus 2 weeks
Role type:	Permanent Contract

Key working relationships: Head of Careers Head of Sixth Form Development Team Pupils All Staff

Role Summary To design and deliver a progressive, Gatsby-aligned Careers Programme from Year 7 through to Upper Sixth (Year 13). Leveraging Level 4 Careers Adviser expertise, the post-holder will bridge the gap between College and post-18 pathways. 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

1. Careers Guidance & Strategy (Level 4 CIAG)

- Programme Design: Implement a coherent careers roadmap across all Key Stages, ensuring the school meets all 8 Gatsby Benchmarks.
- Year 7–9 (Foundation): Focus on self-awareness, challenging stereotypes, and introducing the concept of the world of work.
- Year 10–11 (Transition): Provide guidance on GCSE/A-Level choices, vocational routes, and organizing work experience placements.
- Sixth Form (Higher Education & Beyond): Support UCAS applications, Degree Apprenticeships, and gap year planning.
- Professional Advice: Conduct 1-on-1 guidance interviews, providing impartial, student-centered advice.

2. Integration & Outreach

- Employer Engagement: Build a network of alumni and local businesses to provide talks, mentorship, and networking opportunities (Benchmark 5 & 6).
- Cross-Curricular Links: Work with Heads of Department to integrate career-related learning into subject lessons (Benchmark 4).
- Digital Hub: Use the College's digital infrastructure to host careers software (Unifrog) and virtual careers information.

3. Delegated Operations

- Unifrog 'Pulse' Reports: Provide the Teacher Lead with half-termly reports on student engagement (e.g. '85% of Year 12 have now shortlisted 3 Russell Group universities').
- ISI Readiness: Maintain the 'Evidence Folder' (Gatsby 1-8) so that when an inspector arrives, the Teacher Lead can confidently present a gold-standard programme.

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 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.