



## PRIOR'S FIELD SCHOOL

### **Job Description for Careers Adviser (part time)**

The Careers Adviser reports to the Director of Learning Development and Pastoral Care and works closely with the Sixth Form team.

#### **Specific responsibilities of the role include:**

<ul style="list-style-type: none"><li>• Promoting Careers Guidance throughout the School, providing information for pupils and arranging Careers Events.</li></ul>
<ul style="list-style-type: none"><li>• Ensuring that appropriate Careers information, including online resources, is available to pupils for both Careers and Higher Education opportunities.</li></ul>
<ul style="list-style-type: none"><li>• Developing knowledge and expertise in Careers.</li></ul>
<ul style="list-style-type: none"><li>• Organising a programme of higher education advice e.g. raising awareness of university open events, Higher Education conferences and UCAS convention.</li></ul>
<ul style="list-style-type: none"><li>• Arranging outside speakers and organising workshops and interviews as appropriate.</li></ul>
<ul style="list-style-type: none"><li>• Teaching careers lessons as required within the PSHE programme.</li></ul>
<ul style="list-style-type: none"><li>• Working closely with the Head of Sixth Form and supporting pupils through the UCAS process.</li></ul>
<ul style="list-style-type: none"><li>• Utilising UniFrog.</li></ul>
<ul style="list-style-type: none"><li>• Taking a lead in the options process, guiding pupils as appropriate.</li></ul>
<ul style="list-style-type: none"><li>• Assisting the Head of Sixth Form in helping Sixth Form pupils with their degree choices.</li></ul>
<ul style="list-style-type: none"><li>• Helping Upper Sixth pupils put together a Curriculum Vitae ready for use outside of school and providing guidance on interview skills.</li></ul>
<ul style="list-style-type: none"><li>• Organising a series of varied careers talks for the Fourth Form and Lower Sixth as part of our Futures Day.</li></ul>
<ul style="list-style-type: none"><li>• Assisting on special events such as Open Day as required.</li></ul>

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification at any time after consultation with the post holder.

Prior's Field is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

	Essential	Desirable
<b>Experience and qualifications</b>		
Demonstrable experience in Careers guidance, ideally in a school setting	x	
Proficient and experienced user of the key components of the MS Office Suite (training will be provided for any specialist software)	x	
High standard of written English, excellent proof-reading skills and a strong eye for detail	x	
Understanding of the UK independent education industry		x
Previous work experience in a UK independent school with a boarding element		x
Knowledge of GDPR	x	
<b>Skills and competencies</b>		
Ability to work confidently with a wide range of internal and external stakeholders with due regard to their potential level of influence on the school and its operation	x	
Ability to manage a busy workload with sometimes rapidly shifting priorities	x	
Strong communication skills, both oral and written, and customer focus – excellent telephone manner	x	
Strong organisational and planning skills	x	
Effective time management skills and the ability to multi-task and prioritise work	x	
Ability to communicate complex or sensitive information and to draft complex or sensitive emails, letters and other documents to a professional standard	x	
Ability to identify problems with your own and others' work within the school, and to correct or report these issues as necessary	x	
Ability to have an awareness of activities taking place across the school to draw links and communicate and plan work accordingly	x	
Ability to solve problems that may significantly impact on others and for which the correct solution is not obvious	x	

Good work attendance record	x	
<b>Personal qualities</b>		
Positive, proactive, willing, flexible, calm, reliable, reactive, friendly, hard-working, helpful and professional in attitude	x	
An aptitude for and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges	x	
Enthusiastic and self-motivated – will actively seek to further the school's best interests	x	
Good sense of humour	x	
A creative mind with an ability to suggest improvements – problem-solving skills	x	
A passion for the transformational impact of education and an empathy with the school's aim and vision	x	

### Terms of employment

<b>Salary</b> <ul style="list-style-type: none"> <li>Dependent on experience</li> </ul>
<b>Hours</b> <ul style="list-style-type: none"> <li>0.6 allocation, term time + 2 weeks (working pattern to be agreed)</li> </ul>
<b>Benefits</b> <ul style="list-style-type: none"> <li>Catering at Prior's Field is five star. Lunch, morning and afternoon break is available to all staff during term time.</li> <li>Staff have access to school facilities such as the gym and swimming pool.</li> <li>Free on-site parking is available.</li> <li>Eye care voucher scheme – all members of staff are eligible for a free eye test and a contribution towards glasses required for VDU use</li> <li>Group Private Health Care Plan – paid for by the employee, but the group plan allows us to facilitate better rates for our staff</li> <li>Cycle to work scheme</li> <li>Generous contributory defined contribution pension scheme</li> <li>Staff fee discount of 50% FTE (eligible after passing probationary period)</li> <li>Access to 24-hour counselling helpline</li> </ul>

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| <ul style="list-style-type: none"><li>• The school supports professional development and training will be provided in specialist areas</li></ul>            |
| <b>Conditions</b> <ul style="list-style-type: none"><li>• The position is subject to DBS certification and satisfactory references being obtained</li></ul> |