

Job Description

Post Title: Careers Advisor
Grade: Grade G, SCP 19 - 23
Reports To: Assistant Headteacher

Job Purpose

To lead, develop and deliver a comprehensive, high-quality careers education, information, advice and guidance (CEIAG) programme that supports students in making informed decisions about their future pathways, including further education, apprenticeships and employment.

Main Duties and Responsibilities

1. Careers Programme Leadership

- Plan, implement and review the school's careers programme in line with statutory guidance and Gatsby Benchmarks.
- Contribute to strategic development of careers provision across the school.
- Monitor and evaluate the impact of careers activities.

2. Careers Education and Curriculum Support

- Work alongside teaching staff to embed careers education within the taught curriculum.
- Provide resources, guidance and support for subject teachers to link learning to careers pathways.
- Deliver or support delivery of targeted careers sessions within PSHE or other curriculum areas.

3. Work Experience and Employer Engagement

- Organise and manage student work experience placements.
- Develop and maintain relationships with local employers and external partners.
- Coordinate employer engagement activities, ensuring meaningful workplace experiences.

4. Careers Events and Activities

- Lead the planning and delivery of the annual Careers Fair.
- Organise and coordinate visits from external speakers, employers, colleges, training providers and universities.
- Arrange careers-related enrichment opportunities including workshops, assemblies and themed events.

5. Information, Advice and Guidance

- Provide impartial careers information and guidance to students across all key stages.
- Deliver information sessions on post-16 and post-18 pathways including A Levels, T Levels, apprenticeships and vocational routes.



- Support students in making informed decisions about progression routes.

6. T Level and Placement Coordination

- Support the development and coordination of T Level industry placements.
- Liaise with employers, staff and students to ensure placements meet requirements.
- Monitor placement quality and student engagement.

7. Communication and Engagement

- Communicate effectively with parents/carers regarding careers opportunities, pathways and key events.
- Organise and deliver information evenings and sessions for families.
- Promote careers provision through newsletters, emails and events.

8. External Partnerships and Networking

- Attend local authority and Trust careers lead meetings.
- Keep up to date with national and local developments in careers education.
- Build partnerships with local businesses, training providers and higher education institutions.

9. Policy, Compliance and Administration

- Maintain and update the school's Careers Policy and ensure compliance with statutory requirements.
- Ensure the school website contains up-to-date and accessible careers information.
- Maintain accurate records of student destinations and participation in careers activities.

Additional Information

- Engage in promoting the values and acting as a role model for the Trust.
- Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
- Comply with the principles and requirements of the General Data Protection Regulation and the Data Protection Act 2018 in relation to the management of the Trust's records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom of Information Act 2000; comply with the Trust's information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.
- The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.
- The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.



**St Robert
of Newminster**
Catholic School and Sixth form College



Bishop Wilkinson
Catholic Education Trust

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