**Hours**

Full Time, Monday to Friday

**Job Title:                             Apprentice Careers Advisor (Qualified available)**

**Hours:**37.5 per week

**Location:**Home Based with travel within London and surrounding areas

**Salary:**£27000 whilst training (rising on qualification). \*Qualified salary available\*

**Contract:**Fixed Term 18 months leading to permanent on qualification

**Job Purpose:**

To provide information, advice and guidance to students, to advise on the delivery of quality careers education ensuring students have a wide range of opportunities and experiences provided to explore KS4, Post 16 and Post 18 pathways.

**Qualifications:** The Post holder must study Level 6 Diploma in Career Guidance and Advice within the position. Qualification is funded within the role. Qualified position also available

**About the Role**

We are seekingan apprentice careers advisor, to provide careers advice to young people from years 7 to 13 within our group.

The position is home-based, with a self-managed diary for a remit of schools within the London area with additional potential travel if needed.

The group benefits from the 4-day working week, offering 100% salary for 80% working hours.

You will be responsible under the guidance of a level 6 mentor for delivering group careers information sessions and 1-2-1 student meetings to selected schools within the group and providing support to staff both face to face and remotely. The role involves travel and potential overnight stays if preferred therefore flexibility is essential. Hotel and travel expenses are provided.

Outcomes First Group offers high quality inclusive education, therefore some of our learners require additional support for special educational needs and autism, experience of working with young people with Autism is essential, although additional support will be provided within the role.

**Main Objectives**

* Provide meaningful careers guidance that helps young people to progress, empowers young people to plan and manage their own futures, responds to the needs of each individual young person, provides comprehensive information and advice, raises aspirations and actively promotes equality promotes equality of opportunity and challenges stereotypes’. (Extract from the DoE Statutory Guidance: Impartial Careers Education March 2010.)
* To interview students on a 1:1 basis or in small groups as appropriate to student’s/school’s needs and ensure students have a transition and action plan accordingly.
* To provide information, advice, guidance and signposting to specialist agencies about a range of issues, such as careers, education, employment and training, housing and money, including signposting within school to key areas of support.
* To research careers, options pathways, and support organisations to meet young people’s needs.
* To run if required small group sessions or larger presentations on all aspects of careers guidance and topics related to personal development.
* To work with families and carers to access and facilitate the young person’s wider support network.
* To complete all statistical returns where applicable; write reports and complete statutory documentation related to the post.
* To aid the organisation and coordination of education and career pathway events to include for example, careers fairs.
* To liaise and support on appropriate Careers policy, priorities, contribute to careers schemes of work and resources for developing careers education and guidance.
* To plan and contribute, where necessary and appropriate, to the delivery of careers education activities.
* To provide where appropriate relevant training, guidance and support for school staff so that they are equipped to deliver quality careers programmes.
* To support the school’s work experience placement programme.
* To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information.

**Essential Requirements**

* Applicants must hold a GCSE English and Mathematics grade C or higher to access the apprenticeship qualification
* Experience in supporting young people with special educational needs and autism.
* Ability to travel for school visits
* Flexible in the ability for potential overnight stays whilst travelling
* Full clean driving license

**What do we offer?**

* Career development opportunities
* Full training
* Professional support network
* A dedicated mentor