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| **Job Title:** | Career Advisor |
| **Reports to** | Head of Career Education |

**Job Purpose**

The Career Advisor plays a pivotal role in providing professional career guidance and work-related learning opportunities for students as a key member of the Eton Futures team. The role supports and encourages students’ participation in work-related learning initiatives, fostering their personal development and employability skills which is achieved through tailored guidance, event coordination, mentoring, and collaboration with internal and external stakeholders. This role incorporates the role of the Social Action mentor in being Eton’s lead in supporting boys to develop independent social action projects as part of their employability portfolios.

**Key Tasks and Responsibilities**

* Deliver one-to-one career guidance interviews, generating personalised action plans to support student progression;
* Provide up-to-date, accessible career information, assisting students with decision-making, planning, and managing career changes;
* Conduct 1:1 or small group interviews with boys in D and C Blocks;
* Develop resources and tools to enhance self-awareness, career readiness, and employability skills;
* Provide support in facilitating careers education events e.g. VocSoc programme, Morrisby interviews and others arising. In particular, take a leading role in:
  + Liaising with boys, trainers, representatives from external career organisations and adult visiting speakers
  + Arranging venues and catering
  + Promoting events through relevant sources and media
  + Updating spreadsheets to record attendees (external guests and boys)
* Facilitate workshops, seminars, and events to improve students’ understanding of the world of work, CV writing, and interview preparation;
* Support students in securing meaningful work-related learning opportunities, including work placements and internships;
* Demonstrate a deep understanding of how social impact work and volunteering can build employability skills in young people, and share this with boys at Eton in an energetic way:
* Promote partnerships with external organisations to create impactful work-related learning opportunities;
* Mentor and inspire students to participate in community-based volunteering, fundraising, and social action projects;
* Lead elements of the Social Impact prize programme and contribute to the F Symposium;
* Maintain accurate records of students’ work-related learning experiences using platforms like Unifrog and Morrisby;
* Monitor, evaluate, and report on the effectiveness of the Career Education programme in achieving the Gatsby Benchmarks and Quality in Careers Standards;
* Commitment to and promotion of equality, diversity, and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Professional Development and Networking**

* Keep abreast of labour market trends, employer requirements, and career guidance best practices;
* Actively engage in professional development, attending relevant CPD events and collaborating with peers in other schools.

**Skills and Competencies Required**

To be successful in this role, it is essential that the incumbent have:

* Level 6 qualification in Career Guidance/Development or equivalent (or working towards);
* Strong interpersonal and communication skills for mentoring and collaboration;
* Excellent organisational skills with the ability to manage multiple priorities;
* Proficiency in platforms such as Microsoft Office 365, Unifrog, and Morrisby;
* Commitment to supporting young people’s personal growth and employability;
* Familiarity with Gatsby Benchmarks and relevant statutory career guidance standards.

You may enjoy this role if:

* You are a professional looking for a career change, bringing fresh industry insights to students;
* Professional networking and event management experience.

**Working Pattern**

* The salary for this role will be £30,028.32 per annum.
* Your working hours will be 40hrs per week from 9am-5pm, working 37.8 weeks per year (You will be paid over 12 months), this will include 5.6 weeks of holiday. Some weekend and evening work will be required, up to a maximum of one evening per week, either a Tuesday or Thursday evening by agreement with the Head of Career Education. Time off in lieu will be given.
* You must use all your holiday entitlement during periods of school holidays. If a bank holiday falls during a school term period, you will be required to work this day and you will receive an additional day’s holiday in lieu. Any remaining weeks, save as outlined in your annual leave provisions, are deemed to be non-working weeks.
* Any agreement about how in lieu holiday is handled is to be agreed directly with your Line Manager.

**Disclosure Checks**

**Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form.  Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.**