



Innervate Career Services

# Trainee Career Adviser Programme

## Job Description



### **Trainee Career Adviser – Job Description**

Innervate Career Advisers work in secondary schools, providing one-to-one career guidance interviews, small group interviews and career lessons. Trainee Career Advisers are fully trained on the job (phase 1) and required to study and complete a level 6 Diploma in Career Guidance and Development (phase 2).

#### **How it works:**

- Trainees initially follow a period of observation of qualified career advisers, including one to one interviews, presentations, special events and group work sessions
- Following observation trainees are given opportunities to practice skills while being mentored. They begin to practice aspects of the guidance interview as well as facilitate activities during group work, while being guided by an Innervate Career Adviser
- Once trainees have demonstrated the understanding, knowledge, and skills required they will carry out guidance interviews and group work sessions, while reporting to a mentor.
- There are two trainee options: (A) Funded by Innervate or (B) Self-Funded (see below for details)

#### **Responsibilities of the role include:**

- Conducting one to one career guidance interviews
- Writing Career Action Plans for one to one guidance interviews
- Delivering small group Career Guidance sessions
- Presenting at assemblies/ parent evenings/ options evenings/ career events
- Providing drop-in guidance at parent evenings/ options evenings/ career events
- Tracking pupils' proposed plans and following up with necessary interventions
- Developing aspects of the career education programme for specific groups
- Administrative duties including recording information in a database and updating/ tracking caseloads in Microsoft Excel
- Supporting the school with coordination of careers guidance, as well as raising the profile of our work to teachers, heads of year, parents, and students

#### **Essential qualities and skills:**

- Strong listening and communication skills, while demonstrating a caring and empathetic attitude
- Personable, relatable, and able to develop a rapport with young people and key school contacts
- Desire to make a difference to young people and their future opportunities
- Strong time management skills and confidence when working autonomously
- Ability to critically reflect on your own work and willingness to learn
- Ability to work to targets, priorities, and key performance indicators
- Proficient in Microsoft Office programmes, with strong administrative and IT skills
- Commitment to continuous professional and personal development to provide high quality, effective career guidance
- Be willing and able to travel to allocated schools

**Desirable qualities and skills:**

- Knowledge of education pathways and qualifications
- Experience of working and/ or volunteering with young people, preferably in an education or youth work setting
- Experience managing client caseloads
- Demonstrable experience in coaching, mentoring, or counselling in previous roles
- Knowledge and understanding of a client-centred approach

**Working as a self-employed career adviser for Innervate Career Services**

- The role is a contract position and term time only.
- Innervate Career Services Advisers are responsible for their own tax and National Insurance
- They will need to register as self-employed with HMRC and also register for National Insurance contributions
- ICT, stationery, petrol, sustenance, and insurances will be considered the cost of the Career Adviser but can be deducted as allowable expenses against any earnings
- The Career Adviser will be required to obtain professional liability and indemnity insurance.
- Career Advisers will be required to have an enhanced DBS before they begin the role which will be paid for by Innervate Career Services

**Continuing Professional Development**

Innervate Career advisers have training and update sessions throughout academic year to develop their skills and share best practice with the team. Career advisers will have the opportunity to take a lead for key areas of work and key emerging industries

**Opportunities and options:**

We currently have opportunities in Hounslow, West London, Sutton, Oxted and Leatherhead

**Training Option A – Innervate Funded**

- Fully trained, supervised and mentored by our Training & Development Manager
- Level 6 Diploma in Career Guidance & Management paid for by Innervate Careers
- Minimum requirement of 200 days placement with Innervate Career Services across two years
- Trainee placement day rate: £120 per day

**Training Option B – Self funded**

- Fully trained, supervised and mentored by our Training & Development Manager
- Level 6 Diploma in Career Guidance & Management – self-paid
- Minimum requirement of 36 days each academic year
- Trainee placement day rate: £140 per day

**Start date:** As soon as possible

**To apply:** Please contact Natalie Papworth for an application pack: [natalie@innervatecareers.com](mailto:natalie@innervatecareers.com)