

## Job description: Network Careers Adviser

**Post duration:** 12 months FTC (potential extension)

**Hours:** Part-time, term time plus results days (0.5 FTE)

**Location:** Across multiple Ark Schools in Birmingham with occasional travel to the office in London

**Reports to:** Secondary CEIAG and Apprenticeships Lead

**Salary:** £37,000 FTE

### The role

This is an exciting opportunity for a Level 6 qualified Careers Guidance Professional to deliver high-quality, impartial careers guidance across part of our secondary school network, supporting large numbers of young people each year to progress to ambitious post-16 and post-18 destinations.

Aligned to the CDI Professional Framework, the Network Careers Adviser will provide student-centered careers guidance grounded in ethical practice, professional judgement and up-to-date labour market intelligence. The role supports Ark's mission to ensure every student has access to real choices in life, leaving secondary school with the knowledge and tools to make ambitious and informed decisions about their next steps.

This role is ideal for a careers professional who is committed to reflective practice, continuous professional development, and improving outcomes for young people in Birmingham at scale.

### Key Responsibilities

- Deliver high-quality, impartial careers guidance to students across a small network of Birmingham secondary schools, supporting informed decision-making at key transition points (KS3, KS4 and post-16/post-18).
- Provide one-to-one and small-group guidance interviews in line with professional standards, ensuring guidance is student-centred, inclusive and tailored to individual needs, aspirations and starting points.
- Support schools to meet the 8 Gatsby Benchmarks of Good Career Guidance, working closely with Careers Leaders and senior staff to strengthen the quality and consistency of careers provision.

- Use up-to-date labour market information (LMI), progression data and destination outcomes to inform guidance activity and support students to understand a wide range of pathways, including A levels, vocational routes, apprenticeships and higher education.
- Contribute to the development and delivery of careers education activities, such as assemblies, workshops and events, particularly those focused on post-16 and post-18 pathways.
- Support targeted groups of students, including those from under-represented backgrounds, students with SEND, and students at risk of becoming NEET, to ensure equitable access to guidance and progression opportunities.
- Build effective relationships with school staff, external partners, employers and training providers to enhance careers learning and progression opportunities for students.
- Maintain accurate records of guidance activity and contribute to monitoring and evaluation processes to evidence impact and inform continuous improvement.
- Demonstrate ongoing commitment to reflective practice, professional development and ethical careers guidance in line with the CDI Professional Framework and Code of Ethics.

### Qualifications Criteria

- Holds a CDI-approved Level 6 or above qualification in Careers Guidance and Development
- Eligible for, or holding, Professional Registration with the Career Development Institute (CDI).

### Values

- Strong commitment to equality of opportunity, social mobility and supporting all students to achieve ambitious destinations.
- Commitment to ethical and impartial careers guidance in line with the CDI Professional Framework and Code of Ethics.
- Commitment to ongoing professional development, reflective practice and maintaining professional standards.

### Knowledge

- Strong understanding of post-16 and post-18 progression routes, including A levels, vocational pathways, apprenticeships and higher education and appropriate pathways for SEND students.

- Ability to use labour market information (LMI), progression data and destination outcomes to support informed decision-making.

## Experience and Skills

- Demonstrated experience of delivering impartial, student-centered careers guidance to young people in a school or education setting.
- Experience of conducting one-to-one and small-group guidance interviews, adapting approaches to meet diverse needs.
- Experience supporting priority or under-represented groups, including students with SEND or those at risk of becoming NEET
- Experience of working across more than one school or within a school network (desirable).
- Familiarity with careers platforms, destination tracking systems or school MIS (desirable).
- Experience contributing to careers events, assemblies, workshops or employer engagement activities (desirable).
- Strong communication and interpersonal skills, with the ability to build effective relationships with students, school staff and external partners.

## Personal Characteristics

- Highly organised and proactive, with the ability to work independently across multiple school sites.
- Flexible, adaptable and confident working with a variety of staff and students.
- Commitment to safeguarding and promoting the welfare of children and young people in line with organisational policies.

## Other

- This post is subject to an enhanced Disclosure and Barring Service (DBS) check.
- Based in 3 schools across Birmingham. Willingness to travel between school sites is required is essential.
- Occasional travel to team meeting days in London will be required across the year.