

# **The British School - Muscat**

## **Senior School**

The Vision of the British School - Muscat is to offer the highest quality British education to children of all abilities and nationalities. It values cultural diversity and provides a caring, innovative and stimulating environment, realizing the full potential and celebrating the success of every student. The School's curriculum will also develop the child as a whole person, provide them with learning to learn skills and will prepare them to lead a successful life in an inter-cultural world. This School encourages the active involvement of parents and the wider community in the learning process.

## **Implementing the Vision**

### **Job Description**

# **Careers Advisor**

**Job purpose:** To set up, implement and maintain an effective careers programme and be a model of professional practice.

**Accountable to:** The Senior Teacher in Charge of Sixth Form.

#### **Task List:**

#### **1. Liaising with Students, Staff and Parents about Best Option Choices for GCSE and A level with regards to Specific Careers**

- Plan, develop and deliver careers lessons for students from years 9 to 13; enabling all students to fully investigate career opportunities.
- Administer appropriate careers aptitude tests.
- Interview and advise each individual student in Year 9 and 11 to ensure that option choices are appropriate for their chosen career path.
- Create a careers action plan for every Year 9 student which will be reviewed in Year 11.

#### **2. Teaching One Careers Lesson of 65 Minutes duration per Week to Year 12 / Year 13 Students**

#### **3. Maintaining and Developing the Careers Library**

- Advise all students from Years 7 to 13 how to use the Careers Library.
- Order appropriate careers reference material for all year groups.

#### **4. Developing modules of work for the Careers section of the PSHEE programme.**

Plan and develop schemes of work and train staff to deliver the following:

- Year 7 – various lessons
- Year 8 – various lessons
- Year 9- Career pathways with different GCSE options choices

- Year 10- Work Experience
- Year 11 - Career pathways with different 'A' level options
- Year 12- University options, self analysis
- Year 13 – Career Pathways

**5. Planning, Organising and Developing an Annual Careers Fair for students across the Senior School**

**6. Inviting Visiting Speakers from the World of Work to Make Presentations to Students during PSHEE and Key Stage 5 Careers Lessons**

**7. Devising and Implementing a Work Experience PSHEE module for Years 10 and 12**

- Survey students' placement preferences.
- Meet companies and advise them how to manage students
- Plan and deliver training to the students on how to prepare for work experience in the following areas:
  - Making the introductory telephone call
  - Interview technique
  - Developing and writing CV
  - How to deal with problems in the work placement
  - Health and safety in the work place
  - Dress code
  - Responsibilities of being an ambassador for the school
- Plan lessons for students to develop a Power Point presentation and a 5 minute talk about their work experience placement.

**8. Developing links with local industries for Work Experience placements**

- Liaise with local companies who have opportunities for community service for year 10 and 12 students.
- Arrange staff visits for all students on work experience.

**9. Supervising and arranging supervision for students whilst on Work Experience**

- Train staff on visiting companies; providing them with forms to complete and pertinent questions to ask both employer and student.
- Follow up all issues personally

**10. Supporting employers so that students enjoy a productive and effective Work Experience**

- Contact employers and deal with all of their questions and queries regarding Work Experience

**11. Developing links with Universities around the World and Organising Visits from these universities to come to The British School - Muscat**

**12. Seeking Alternative Opportunities for Year 11 Students**

- Contact other local schools and vocational course centres which offer students other opportunities (particularly if they are unable to access The British School – Muscat's Sixth Form).

**13. Run Career Information Evenings for Parents and Students in Years 9 to 13**