

The duties and responsibilities of the Education Support Practitioner (Career Advisor) shall include the following:

1. Working under the supervision and guidance of the EO (Career Guidance), Senior and/or Principal Education Support Practitioner (Career Advisor) in the organisation and running of the College Career Guidance Programme.
2. Conducting individual and group intervention on career guidance;
3. Working in collaboration with the EO (Career Guidance), Senior and/or Principal Education Support Practitioner (Career Advisor) and guidance teachers in the organisation of the career exposure initiative, including finding of placements and monitoring of students during the career exposure experience held with secondary students;
4. Developing and running transition programmes from one educational stage to another, especially from compulsory schooling to further education or the world of work;
5. Running specialized seminars / programmes, webinars, for groups of students, parents and/or school staff or school community;
6. Working with students to determine their needs and to offer information, advice, support and guidance where necessary;
7. Helping students face challenges that may affect their capacity to take part in learning and work opportunities;
8. Assist the SESP (Career Advisor) and PESP (Career Advisor) in organising seminars / programmes for students at risk of early school leaving in collaboration with the Education Psycho-Social multi-disciplinary team and agencies outside the DES;
9. Working with voluntary, statutory and community-based organizations and commercial bodies to ensure a cohort approach to overcoming the barriers to learning and employment faced by students;
10. Working with parents, carers and families to support young people;
11. Referring students to the appropriate services offered by National School Support Services and/or support agencies outside the DES;
12. Obtaining information about careers, occupations and opportunities for employment, training and further study;
13. Assist the SESP (Career Advisor) and PESP (Career Advisor) in planning and organising college / school careers fairs and conventions;
14. Consulting employers and training services providers about their recruitment requirements and procedures;
15. Contributing towards the smooth running of national career guidance initiatives;
16. Keep records of all career guidance initiatives carried out with students
17. Assist the SESP (Career Advisor) and PESP (Career Advisor) in evaluating and assessing the career guidance initiatives held at College level
18. Review and reflect upon one's own professional practice to achieve continuous improvements in performance and participate in continuous professional development courses and/or seminars

19. Providing periodic reports and statistics to the Senior and/or Principal Education Support Practitioner (Career Advisor) and Education Officers, Career Guidance, NSSS, regarding implemented career guidance initiatives;
20. Attending meetings with internal and external colleagues to remain in touch with national and local guidance provision and negotiating mutual support between agencies;
21. Be accountable to the SESP (Career Advisor), PESP (Career Advisor), Education Officer, Career Guidance, the Assistant Director/Director (NSSS) and the Head of College Network.
22. Performing any other tasks assigned by the Permanent Secretary, MEYR and / or his representative
23. Performing any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.