DUTIES OF PRINCIPAL EDUCATION SUPPORT PRACTITIONER (PESP) (CAREER ADVISOR)

The duties and responsibilities of a Principal Education Support Practitioner (Career Advisor) include:

1. Manage the College Career Guidance Service in collaboration with the Head of College Network, Senior Leadership Teams (SLTs), Education Officers (Career Guidance) and Assistant Director, Education Psycho-Social Services, NSSS;

2. Plan and design the career guidance programme taking into account the different needs of students with the aim of encouraging the latter towards lifelong learning and effective employability;

3. Participate in the Council of Heads (COH) meetings and work towards the implementation of the Schools’ Development Plans (SDPs).

4. Ensure that exposure is given to school support staff, parents and students about the work and role of career advisor;

5. Guide the Senior Education Support Practitioners (SESPs) (Career Advisors) and the Education Support Practitioners (ESPs) (Career Advisors) in helping students make appropriate career decisions by providing information and advice on available education, training and employment opportunities;

6. Design and develop transition programmes from one educational stage to another, especially from compulsory schooling to further education or the world of work;

7. Organise college team meetings on a regular basis in collaboration with other Education Psycho-Social Services personnel to ensure a multidisciplinary approach to the career guidance service provision.

8. Organise and deliver seminars/programmes for students at risk of early school leaving in collaboration with the Education Psycho-Social multi-disciplinary team and agencies outside MEDE;

9. Delegate and monitor the career guidance duties of SESP (Career Advisors), ESPs (Career Advisors) and guidance teachers to ensure the delivery of quality career guidance services for children and young people in the college. This also includes the delegation of one-to-one sessions.

10. Monitor and provide the necessary support to the SESP (Career Advisors), the ESPs (Career Advisors) and guidance teachers;

11. Organise, plan and manage the career exposure experience in collaboration with the Head of College Network and SLT, including finding of placements, matching process and monitoring of students during the career exposure experience held with secondary students in collaboration with the SESP (Career Advisors), ESPs (Career Advisors) and the guidance teachers;
12. Work with various stakeholders such as parents, carers, families, 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;

13. Guide SESPs (Career Advisors) and ESPs (Career Advisors) in using assessment tools and computer-aided guidance packages, and provide information about psychometric tests and personal inventories;

14. Plan and organise careers fairs and conventions in collaboration with the SESPs (Career Advisors), ESPs (Career Advisors) and guidance teachers;

15. Regularly collaborate with employers and training providers regarding employment and training opportunities, requirements and procedures.

16. Contribute towards the smooth running of national career guidance initiatives;

17. Evaluate and assess the career guidance initiatives held at College level;

18. Assist in the development and nurture of an enabling school culture and help students become empowered for positive action and change;

19. Consult regularly with the appropriate professionals in order to gain further knowledge, support and direction about particular situations children and young people are experiencing;

20. Make the necessary referrals according to established policies and procedures;

21. Ensure collection of records and data in relation to career initiatives carried out with the students;

22. Ensure that records and logging systems are well kept by SESPs (Career Advisors), ESPs (Career Advisors) and guidance teachers regarding all interventions carried out with each student while ensuring confidentiality at all times in accordance with existing legal provisions;

23. Provide periodical reports to the Education Officer (Career Guidance) and Head of College Network regarding implemented career guidance initiatives;

24. 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;

25. Suggest and contribute to training as required by the National School Support Services (NSSS), Directorate for Educational Services to enhance the CPD of College personnel;
26. Undertake research/evaluation exercises in areas relevant to one’s professional roles/career guidance initiatives as directed by the Education Officers (Career Guidance), the Assistant Director (Education Psycho-Social Services) and the Director of the National School Support Services;

27. Participate in EU projects and other projects in collaboration with SESPs (Career Advisors), ESPs (Career Advisors) and guidance teachers in line with the career guidance service.

28. Perform any other tasks assigned by the Permanent Secretary MEDE and/or his representative;

29. Perform any other duties according to the exigencies of the Public Service as directed by the Principal Permanent Secretary.