



## JOB DESCRIPTION & CANDIDATE SPECIFICATION

<b>POST</b>	Careers Advisor
<b>DEPARTMENT</b>	Student Experience
<b>SALARY</b>	Business Support Scale 5 (24,138.63 - £26,278.81) per annum inclusive of London Weighting)
<b>HOURS</b>	36 hours per week -Term Time Based (41 weeks)
<b>RESPONSIBLE TO</b>	Careers Service Team Leader

### THE DEPARTMENT

The Student Experience department works in collaboration with College stakeholders to promote the personal development and success of students, preparing them for life and employment in modern Britain. The department also works to ensure that students are well supported during their course, through providing access to services, information, advice and guidance that address potential barriers to achievement, enabling equality of opportunity in education. Support is aimed at helping students to stay focused and achieve the best possible outcomes on their study programme.

### JOB PURPOSE

The Careers Advisor will work with the College Careers Service Team Leader to ensure that all students acquire the skills, knowledge and attitudes to progress within the College and from college to Higher Education, Apprenticeships or employment in line with the Gatsby benchmarks and CDI framework. They will work closely with the wider college community to develop students' understanding of potential progression options and the skills needed for employment and higher education, through appropriate careers education, information, advice and guidance activities.

The successful post holder will be expected to:

- Support and deliver the provision of impartial, high quality information, advice and guidance to all students, and parents/guardians where appropriate, in relation to the development of employability skills, striving at all times for improvement and development so they are 'career' ready.
- To ensure the maintaining of resources related to careers education, information, advice and guidance and student progression to Higher Education, other courses, apprenticeships and employment.
- To undertake project work as required, e.g. tracking of destinations, raising awareness of student career success, developing pathways
- To ensure students understand and develop the skills and attributes they need for progression and employability, such as those highlighted in the CDI framework.
- To carry out group work and 1:1 sessions with students, including organizing external speakers and industry specialists.
- To support the organisation of whole college events for students, specifically those in relation to progression and careers such as HE and Work and Training Fairs.

## MAIN DUTIES AND RESPONSIBILITIES

### Careers and Employability Support

- To support the development of skills related to employability and progression onto chosen employment or education through the provision of impartial high-quality information and advice
- To keep up to date with developments in policy related to careers and employability such as the Careers Strategy, Gatsby Benchmarks, CDI framework
- To be responsible for the delivery of individual or group sessions (including presentations) in relation to the development of careers and employability skills.
- To work with colleagues, under the direction of the Careers Team Leader, on the cross-college communication of careers and employability advice and guidance; through production of relevant material for tutor/student use and to support the maintaining of online employability resources
- To work with Curriculum Divisions to develop targeted careers events by liaising with agencies that aim to develop career, work and employability skills
- To organise and maintain currency of relevant literature, displays, noticeboards, leaflets etc
- To carry out UCAS and 'progression to work' training and presentations with staff, students and parents under the direction of the Careers Advisor.
- To provide advice for, and update tutors on UCAS developments in relation to application procedures, fees and student finance
- To support the UCAS advice and checking process, including disseminating materials regarding applications to staff and students, reviewing personal statements, co-ordinating references for ex-students, monitoring completion of UCAS applications
- To work with Training Solutions to update tutors on Apprenticeships and employability skills
- To liaise with HE institutions, employers and training advisors to arrange speakers for students on a range of careers options, including Higher Education and Apprenticeship.
- Plan and co-ordinate Higher Education and Careers Fairs and arrange attendance of Higher Education Institutions, employers, gap year providers and voluntary agencies.
- To work with other college staff in relation to the finding of work experience and the monitoring of destination data
- To attend regular meetings and training with other guidance workers.
- To provide a careers and employability presence at college events: enrolment, open days/evenings and parents' evenings as necessary
- To provide advice and training for tutors
- To undertake project work such as raising awareness of alumni success, potential careers pathways and destination data
- To ensure timely records of meetings and comments on student information system

## GENERAL DUTIES

- To participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult Protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To use appropriate management information to recognise and support diversity in the student cohort.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To be available to assist in enrolment procedures. This may require additional hours including evenings and weekends, for example during the Autumn Term.
- To work flexibly, this will include evenings, open days, parents' evenings and possibly weekends. Where this requires working outside normal working hours (e.g. evening/weekend working) time off in lieu arrangements will apply.
- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership Team.

## EXPECTATIONS FOR ALL STAFF

All members of staff at the College are expected to be:

- Responsive & Adaptive Responsive to change, creating new opportunities for meeting new challenges
  - Creative, imaginative and entrepreneurial Innovators and commercially aware
  - Collaborative Promote 'team-ship' through collaboration and taking pride in their work and the College
  - Passionate professionals Role models committed to continually improving themselves and ultimately the experience and success of our students
  - Accountable Understand the impact of (and take responsibility for) their actions upon College stakeholders
- CONDITIONS OF SERVICE** The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications. All of the above checks must have been completed before the start of the employment. Confirmation of appointment is subject to the satisfactory completion of a six-month probationary period. This job description/candidate specification is subject to periodic review.

## PERSON SPECIFICATION

This person specification will be used in short-listing and in interviewing for selecting the best candidate. Each applicant is, therefore, advised to address each aspect of the person specification in his / her written application.

The methods by which each of the selection criteria are expected to be assessed are identified in the table.

AF = Application Form I = Interview

	Desirable	Essential	Assessed by
<b>Qualifications and further professional development</b>			
1. To hold QCF Level 6 or higher qualification in Career guidance and development		✓	AF
2. Excellent communication and interpersonal skills including the ability to develop relationships and influence others in a client facing environment		✓	AF
3. Hold Level 2 Maths and English qualification.		✓	AF
<b>Abilities/Skills/Experience</b>			
5. A passion for education and making a difference to life chances of all young people.		✓	I
6. Up to date knowledge of the various career and higher education opportunities		✓	I
7. up-to-date knowledge of labour market force	✓		AF
8. Experience in producing written copy, presentation materials and reports using IT skills (word processing and spreadsheets).	✓		AF
9. Excellent planning, time management and organisational skills and the ability to work under pressure and to tight deadlines.		✓	AF/I
10. Experience of being a confident public speaker/presenter and acting as an ambassador.		✓	I
11. Experience of working within a post-16 education or training organisation		✓	AF/I
12. Experience of providing information and advice to 16-19 year old students and their parents/carers.		✓	I

13. Excellent team working skills with a record of working co-operatively to achieve individual and team goals	✓		I
14. Works well on own initiative without supervision as well as in a team.		✓	I
15. High level of commitment and willingness to show a flexible approach to work.	✓		AF
16. Can relate well to young people and their parents/guardians as well as to other professionals		✓	I
17. Have a good knowledge of the education and training system in the UK.		✓	I
18. Driving license	✓		
<b>Knowledge</b>			
19. Demonstrate a commitment to the safeguarding of children and vulnerable adults		✓	I
20. Demonstrate an understanding of and commitment to the principles of equality and diversity.		✓	I

#### ADDITIONAL INFORMATION

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment.

Confirmation of appointment is subject to the satisfactory completion of a 9-month probationary period.

This job description/candidate specification is subject to periodic review.