

JOB DESCRIPTION



JOB TITLE: Careers Adviser

LINE MANAGER: Head of Careers

MAIN PURPOSE OF JOB:

To provide a comprehensive and effective careers education, information, advice and guidance service across the College.

MAIN DUTIES and RESPONSIBILITIES:

- Advise student applicants on specific choices related to their intended career at interviews, open evenings and enrolment
- Ensure that all students have up-to-date careers information, in good time, prior to starting an application for progression
- To provide advice, training and staff development as appropriate to college staff in accordance with Careers processes
- Assist in the delivery of careers education via Impact sessions (group delivery) and through the curriculum
- Conduct 1 to 1 careers interviews with students
- Attend transitional EHCP review meetings
- In collaboration with other members of the Careers department, support the UCAS application process
- Contribute to the advertisement of opportunities through Impact
- Support Head of Careers in monitoring, recording and communicating leavers' destinations information
- Support cross college marketing and information events including open events (will involve evenings and a Saturday)
- To provide information and reports for the Head of Careers
- Keep up-to-date with labour market information, legislation, and professional and academic developments
- Undertake such other duties commensurate with the grade of the post as may be reasonably required

GENERAL RESPONSIBILITIES

- To be responsible for and committed to promoting and safeguarding the welfare of children, young persons and vulnerable adults whether responsible for, or in contact with them.
- To observe the College Health and Safety policy at all times, taking responsibility within own areas as set out in the policy.
- To be fully aware of and implement College policies relating to equality and diversity and actively promote positive practice.
- To comply with all other College policies and procedures.
- To undertake continuing professional development.
- To support the College with invigilating formal and informal examinations, and other administrative tasks that facilitate the successful running of the College, as and when necessary.
- To undertake any other duties commensurate with this post as the Principal may from time to time decide.

This job description covers the main duties and responsibilities of the job but, from time to time, the job holder may be asked to undertake other activities commensurate with this job description.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

SPECIFICATION	ESSENTIAL	DESIRABLE
KNOWLEDGE/QUALIFICATIONS	<ul style="list-style-type: none"> • Good honours degree or equivalent experience • Knowledge of the Gatsby Benchmarks • Minimum Level 6 professional qualification in Careers Education and Guidance/or working towards. 	<ul style="list-style-type: none"> • Ability to demonstrate up-to-date knowledge of Higher Education issues • Knowledge of key issues in the post-16 sector and a commitment to improving student achievement
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> • Record of delivery of successful Careers information, advice and guidance • Experience of conduction 1:1 Careers advice and guidance interviews with young people • Experience of working with outside agencies 	<ul style="list-style-type: none"> • Experience of delivering HE applications • Experience of group delivery
SKILLS/APTITUDES	<ul style="list-style-type: none"> • Ability to relate to 16-19 year olds and their parents • Good organisational and planning ability • Good communication and interpersonal skills • Good I.T. skills and a commitment to their application in the area • Ability to work under pressure. 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to undergo further training and development as appropriate • Flexibility and enthusiasm • Commitment to achieving high standards 	<ul style="list-style-type: none"> • Record of personal and professional development