**Job Description:**

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| **Post:** | ***Careers Adviser*** |
| **Salary Grade:** | *Grade 4 Point 17 - £27,556.03 (fixed point)* |
| **Responsible to:** | *Careers Manager* |
| **Responsible for:** | *N/A* |

**Key Purpose:**

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| **1** | Provide comprehensive and impartial Careers, Education, Information, Advice and Guidance (GEIAG) to students, prospective students, parents and staff. |
| **2** | Work independently to manage a caseload of student guidance interviews. Providing one-to-one impartial advice, guidance and development. Implementing appropriate and individualised careers strategies; enabling student led career management through effective support, reflection and informed labour market information. |
| **3** | Raise student career aspirations. Promote, record, and evaluate extra-curricular activities, such as work experience, for the development of employability skills. |
| **4** | Lead and promote good careers practice, inspiring others within the college to meet and maintain all 8 Gatsby Benchmarks. |
| **5** | Contribute towards progression and retention of students throughout the student journey, providing effective careers guidance and development at key points during the curriculum. |
| **6** | Support the Careers Manager with development and promotion of a robust and engaging careers programme. Leading on careers focused activity, events, education and one-to-one guidance throughout the year. |
| **7** | Establish and manage working relationships with multiple internal and external stakeholders including schools, colleges, universities and employers; negotiating and advocating on behalf of students to enable successful progression and careers development. |
| **8** | Ensure the smooth running of the careers hub area to include researching and updating career materials, providing front facing support and reviewing all online resources. |
| **9** | Support the Careers Manager with collection and analysis of destination data to inform the careers programme and strategy. |

**Key Responsibilities and Accountabilities:**

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| **A** | Ensure that interventions and customer interactions are both innovative and inspirational while leading to increase student engagement, through both 1:1 service and embedding Careers Education within the curriculum; enabling the student and stakeholder voice to be heard in the development of the Service. |
| **B** | Contribute to the delivery of robust, challenging, highly effective, joined-up and consistently applied interventions leading to demonstrable impact in student attendance, retention, success and positive progression. Ensure that outcomes in these areas are widely and accurately reported. |
| **C** | Support the self-assessment process and deliver evidenced and quantified improvements through agreed quality improvement activities. |
| **D** | Nurture positive student destinations from support through IAG to the collection and reporting of actual destination data in line with college KPI’s. |
| **E** | To work as a guidance adviser and support students with the information and guidance to develop their careers and employability skills. Thus, enabling them to make informed decisions relating to their career goals and develop appropriate career strategies to compete in a global job market. |
| **F** | Lead presentations and workshops to teaching staff, parents and students to develop awareness of HSDC’s careers strategy, careers programme and destinations. Supporting the college in the development of the employability study programmes, T-Levels and the tutorial programme by providing careers materials, advice and guidance. |
| **G** | Advise students in researching training opportunities to meet their needs and support the work of the apprenticeship recruitment advisor by making appropriate referrals. |
| **H** | Advise and support students and clients on seeking employment by developing their employability skills, to include providing information and advice on writing CV’s, completing application forms, job hunting and interview techniques. |
| **I** | Produce individualised action plans for students, maintaining accurate and detailed records which conform to college policies and the Careers Strategy. Sharing information appropriately, within the boundaries of confidentiality and in regard to Data Protection legislation. |
| **J** | Attend and support the running of cross college events, as and when required. Including, but not limited to, all open evenings, GCSE and A Level results day. |
| **K** | Be the key point of contact for relevant internal and external stakeholders such as students, parents, curriculum staff, support staff, employers, colleges, universities, employment networks and training providers.  Maintain contact with stakeholders to implement and maintain appropriate strategies to successfully sustain student learning and career progression. |
| **L** | Contribute to relevant careers events throughout the academic year e.g. university open days, HE conventions, careers fairs and guest speakers. |
| **M** | Provide specialist guidance for prospective students through pre-enrolment interviews at open days and enrolment events. |
| **N** | Support internal progression through providing timely and well documented careers guidance to support students with their next steps. |
| **O** | Deliver careers information, advice and guidance via face to face, telephone, online and email, as required. |
| **P** | Maintain excellent communication with all departments across college to ensure an outstanding learning experience for all students, prospective students and employer partners. |
| **Q** | Provide specialist advice and guidance in relation to UCAS process by researching education options for HE, entry requirements and guidance for students writing personal statements academic staff to support HE+ and Aspire provision for the college. Including organising mock interviews, workshops for Oxbridge and Russell Group Universities, enrolment of pre-admission test and liaising with tutors and students regarding summer schools. |
| **R** | Supporting young people aged 16-25 with SEND (Special Education Needs and Disability) to make appropriate choices that will prepare them for adulthood. The Adviser will raise aspirations and self-confidence; remove barriers to learning and employment opportunities by brokering access to a range of specialist services |
| **S** | Develop and maintain professional effectiveness and standards of work in accordance with the CDI Code of Ethics through participation in continued professional development and training. |
| **T** | Keep up to date with regional and national LMI, employment, education trends and policy to inform practice and guidance and support managers, tutors, students, staff and parents to make effective careers related decisions. |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required. |
| **2** | Value and promote diversity and equal opportunities. |
| **3** | Work within health and safety guidelines and be aware of your responsibilities for health and safety. |
| **4** | Fully support and adhere to the College approved strategies, policies and procedures. |
| **5** | Be responsible for safeguarding and promotion of the welfare of children, young people and vulnerable adults. |
| **6** | Support the College’s quality initiatives, promoting the values of the College and ensuring that outputs meet quality standards |
| **7** | Provide the best possible service to customers (both internal and external) in line with College standards. |

This job description is current as at the date shown below.

In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
|  | English and maths at Level 2 or above | x |  |  |
|  | Level 6 or above in CEIAG, working towards, or equivalent | x |  |  |
|  | PTTLS or teacher training qualification |  | x |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
|  | Experience of working with young people | x |  |  |
|  | Knowledge of The Gatsby Benchmarks | x |  |  |
|  | A thorough understanding and knowledge of the UCAS process and entry to university |  | x |  |
|  | Experience of working in an advisory position | x |  |  |
|  | Proficient in the use of the Microsoft Office suite | x |  |  |
|  | Proven knowledge of FE provision | x |  |  |
|  | Experience of working in a customer facing environment | x |  |  |
|  | Experience of working with young people with SEND and knowledge of the EHCP process |  | x |  |
|  | Knowledge of labour market information and issues relating to learning and employment | x |  |  |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
|  | Excellent IT skills | x |  |  |
|  | High standard of communication, presentation and listening skills | x |  |  |
|  | High level research and resourcing skills | x |  |  |
|  | Positive, Resilient and Professional approach | x |  |  |
|  | Ability to work both independently and as part of a team | x |  |  |
|  | Highly organised with the ability to prioritise workload | x |  |  |
|  | Ability to motivate, empathise with and inspire others through excellent written and verbal communication skills | x |  |  |
|  | Excellent negotiation and advocacy skills, able to deal with complex issues sensitively and with confidence | x |  |  |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment