



JOB DESCRIPTION

Post Title: Careers Advisor: Student Services (QCF Level 6/SCQF Level 11 Qualified or Above)

Salary: Points 15 – 17 on the Sixth Form College's Support Staff Scale depending on experience, currently £24,831-£26,437 per annum, pro-rata.

Purpose: To support the development, organisation and delivery of careers education, information, advice and guidance within the College.

To implement the Colleges' Careers Department plans, organising a wide range of activities to raise aspirations and widen participation.

To support the Careers department in implementing the Government's Careers Strategy and Statutory Guidance, including the implementation of the Gatsby Benchmarks.

To communicate with a range of external providers, calendaring and running events, reporting and communicating with both staff and students.

Responsible to: The Principal through the Deputy Principal – Student Services and Careers Manager.

Liaising with: Relevant staff with cross college responsibilities. E.g. Senior Management Team, Head of Hall Team, College Management Team, teaching staff, personal tutors and support staff.

Main Duties and Responsibilities

- To plan and provide robust and impartial careers education, information, advice and guidance to students in the College (as individuals and groups), to assist their progression into employment, Higher or Further Education, training, Apprenticeships, work etc.
- To plan, organise, co-ordinate and contribute to the implementation of the college's careers programme, liaising with outside agencies to secure specialist expertise as appropriate.
- To provide training and support to the Head of Hall team on Careers and Employability and to work with them to ensure that elements of the Careers programme are effectively delivered through the tutorial programme.
- To promote equality, diversity and inclusion and to challenge stereotypical views of career and course options and to monitor student progression in relation to equality of outcome, developing strategies to address any issues of under-representation.
- To actively participate with and deliver administrative support for the Careers Department.
- To provide a range of general administrative activities including: answering and making telephone calls, booking meeting rooms, writing minutes, assisting and producing where applicable, mail merge letters, PowerPoint presentations and inputting data and spreadsheet tasks.

- To draw together monthly reports from staff within the college.
- To maintain and build upon the college's links with universities, University Technical Colleges, FE colleges, Apprenticeship Providers, New Institutes of Technology and Employers.
- To maintain and build upon opportunities for students such as mentoring and work placement opportunities.
- To communicate with Partnership High Schools.
- To calendar and run weekly and annual careers events.
- To assist with the organisation and running of the college's annual Careers Fair and Progression Day.
- To represent the college in attending external events with groups of students.
- To communicate the weekly activity of the careers department within the college.
- To update departmental social media accounts.
- To promote Equality and Diversity in all aspects of your area.
- To attend staff training, meetings or conferences as required.
- To maintain appropriate administration records in accordance with college requirements.
- To adhere to Health and Safety policies and procedures.
- To become familiar with the services provided by the office in order to be able to deal with enquiries and requests for information from both internal and external enquirers.
- To be conversant with the college database and to operate this when required.
- To prioritise and allocate in the most efficient and effective way, all incoming work and have flexibility and a readiness to undertake a wide range of tasks.
- To review and maintain administrative procedures to ensure compliance with college procedures and adherence to data protection legislation.
- To assist with the collation/preparation of materials required for college events.
- To work supportively with students and help promote student wellbeing.
- To assist with evening/weekend activities and functions and other events as required.
- To seek to improve all existing practices and constantly work towards more efficient and consistent attendance procedures for all, including teaching staff, Heads of Department, Senior Management, administration staff, etc.
- To act professionally, prudently and in the interests of the organisation at all times.

Staffing

Staff Development

- To undertake staff development where appropriate.
- To take part in the College's Appraisal Process.

Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent.
- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process.

Communications

- To ensure familiarity with the department's aims and objectives.
- To liaise with relevant external bodies as appropriate.

Marketing and Liaison

- To contribute to the College liaison and marketing activities.
- To link with external agencies as appropriate.

Management of Resources

- To contribute to the maintenance of an attractive working environment in the college office.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To carry out duties with due regard to the college's policies on equal opportunities, health and safety and quality assurance.
- To undertake any other duties the Principal or his designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to College employees or students, (either future, current or past) to which you have access, in line with the requirements of the College's Data Protection Policy and the General Data Protection Regulation (GDPR).

This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.

PERSON SPECIFICATION: Careers Advisor: Student Services

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

	Essential	Desirable	Method of Assessment
Experience			
Experience in an administrative role	✓		Application, Interview
Experience working in Careers Education Information Advice and Guidance		✓	Application, Interview
Recent experience of providing Work Experience placements gained either from an educational setting, Local Authority or employer context		✓	Application, Interview
Administrative experience in an educational environment		✓	Application, Interview
Skills and Knowledge			
Some knowledge of the Government's careers strategy for Schools and Colleges		✓	Application, Interview, Test
Some knowledge of local & national labour market developments and trends		✓	Application, Interview, Test
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	✓		Application, Interview, Test
Excellent organisational and administrative skills	✓		Application, Interview
Ability to prioritise and multitask, managing own workload	✓		Application, Interview
Ability to meet deadlines	✓		Application, Interview
Experience of providing wellbeing support for students		✓	Interview
The ability to recognise and appreciate the confidential nature of some work undertaken	✓		Interview
Excellent attention to detail	✓		Application, Interview, Test
Ability to empathise with 16-19 year olds within a college situation	✓		Interview
Evidence of commitment to Continuous Professional Development	✓		Application, Interview
Qualifications			
A relevant Careers Development Qualification - QCF Level 6/SCQF level 11 or above	✓		Application, Interview
Registered Professional with the Careers Development Institute (CDI)		✓	Application, Interview
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	✓		Application, Interview
A relevant administrative qualification or evidence of formal training.		✓	Application, Interview
Attitude and Impact			
Positive and Enthusiastic	✓		Interview
Flexibility and a readiness to undertake a wide range of tasks	✓		Interview
Ability to work outside normal office hours on occasions	✓		Interview
In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	✓		Interview
A willingness to show flexibility in working arrangements in terms of duties and working patterns to meet emergencies and changes circumstances	✓		Interview
Committed to Equality and Diversity	✓		Interview
Personal			
Enhanced DBS Clearance *	✓		Pre-employment check
Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)	✓		Interview
<i>* this will follow an initial offer of employment</i>			

SUMMARY OF MAIN TERMS AND CONDITIONS OF SERVICE

Careers Advisor: Student Services

This is a term-time only post, with options for full time or part-time, depending on the candidate. **You may however, on occasions, be required to work outside these hours to meet the requirements of the college.**

Applications from individuals seeking job-share working arrangements are welcome. Please confirm on your application form if you wish to apply on a job-share basis, indicating your preferred days of work.

Start Date	February 2022 (or as soon as possible)
Closing date	Closing date for receipt of applications 10.00am on Monday 24th January 2022 . We will not be able to accept applications after this date, except in exceptional circumstances.
Salary	Salary is based on Sixth Form Colleges' Association Support Staff pay spine from Points 15-17, currently £25,894 – £27,569, depending on experience. (Actual amount £21,958 – £23,378).
Interview date	Successful applicants will be contacted by telephone/email with details of the interview. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview.
Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).
DBS Clearance and safeguarding checks	Loreto Sixth Form College is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures as outlined in Part 3 of DfE, Keeping children safe in education 2018 (Appendix 1), this includes satisfactory Disclosure and Barring Service Enhanced with barred list information check.
Rehabilitation of Offenders Act 1974	<p>The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions..</p>