



### **Job Description**

<b>JOB TITLE:</b>	Careers Adviser
<b>GRADE:</b>	Support Pay Scale
<b>REPORTS TO:</b>	Careers and Placements Manager
<b>CAMPUS:</b>	Strodes' and Windsor College
<b>JOB PURPOSE:</b>	Working across both sites to provide impartial job, training and study-related advice in order to help students make decisions about their future and reach their full potential. Supporting the UCAS process as required and supporting students through all aspects of the process including the application, interviews, and student finance, including staff CPD.

**N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.**

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#### **The main duties and responsibilities of the post include the following:-**

1. To be responsible for student IAG advisory services.
2. To provide access to impartial information, advice, and guidance for all students through group workshops, drop in sessions, booked one-to-one interviews and online.
3. Offer specialist advice during the student selection and enrolment process in order to help identify student needs and to ensure that their chosen study pathway is realistic and in keeping with their long-term goals.
4. To support students with impartial information and advice on career and employment options such as apprenticeships, further training and job vacancies.
5. To support students through all aspects of the UCAS process including the application, interviews, and student finance, including staff CPD.
6. To lead on the management of the jobs board and disseminate to departments where appropriate, collect and update information on local and national opportunities.
7. To lead on establishing and implementing a comprehensive programme of student careers and employability activities and events, in collaboration with the departments, Core Studies team and the Careers and Placement team; such as university visits, HE fairs, recruitment and employer workshops and talks, guest speakers, internal progression days.

8. To be available on level 3 and GCSE results days to provide advice if results are different from expected.
9. To manage, review and update relevant careers resources online, e.g. the Careers google site, and to regularly promote them internally.
10. To assist with the collection and recording of student aims and progression intentions.
11. To support the mainstream transition programme. To work closely with ALS, Welfare, and departments to identify and support mainstream students that require additional transition intervention.
12. To be the college link for the NCS and other relevant organisations for events and opportunities where applicable.
13. To ensure appropriate careers participation at key college events, as necessary, such as open evening, enrolment sessions, and parents' evenings, to provide careers IAG.
14. To play a leading role in external monitoring visits such as for Matrix and Ofsted.
15. To manage the booking system for careers advice and guidance interviews, tracking and monitoring the outcomes of meetings and providing data for reporting.
16. To support IAG organisation wide strategic initiatives and future projects.
17. Establish, develop and maintain impactful, professional and functioning relationships with all departments within the organisation, both academic and support.
18. Responsible for sharing and explaining any changes within the CDI framework and possible impacts on the college careers strategy.



## **NOTE**

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

Jan 26

## PERSON SPECIFICATION

### Careers Adviser

	Essential	Desirable	Source of Evidence
<b>EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS</b>			
L2 English	✓		AF
L2 maths	✓		AF
Degree or Level 6 relevant vocational IAG qualification	✓		AF
<b>EXPERIENCE</b>			
Previous experience of working within a Information, Advice and Guidance based role	✓		AF
Previous experience of working with students with EHCPs		✓	AF
Experience of hosting guest speakers and events	✓		AF
Experience of working within a role where work is subject to external audit	✓		AF
<b>SKILLS, KNOWLEDGE AND ABILITIES</b>			
Excellent communication and interpersonal skills	✓		AF/IV
Good administrator – well organised	✓		IV
Able to work on own initiative	✓		IV
Comfortable dealing with internal and external stakeholders at all levels	✓		AF/IV
Ability to maintain the highest levels of confidentiality at all times	✓		AF
Enthusiasm and commitment	✓		IV
IT literate - Google and Microsoft	✓		IV

#### KEY:

Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview.

All of the elements marked AF/IV will also be assessed at interview.

All or some of the elements may be assessed by the Test/Presentation