

Job Description

JOB TITLE:	Careers Adviser
STATUS:	Permanent
GRADE:	Scale I £28,994 - £31,667
HOURS:	37
REPORTS TO:	Industry Placement & Careers Manager
CAMPUS:	Slough & Langley College
JOB PURPOSE:	Providing impartial job, training and study-related advice to help students make decisions about their future and reach their full potential. Supporting the UCAS process as the college administrator and supporting students through all aspects of the process including the application, interviews, and student finance, including staff CPD.

Main Duties

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 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 oversee the UCAS process as the college administrator and support students through all aspects of the 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 and outside Langley: 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 Beyond Langley website, and to regularly promote them internally.
10. To oversee 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 Matrix, Ofsted and Landex.
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 manage IAG organisation wide strategic initiatives and future projects.
17. Establish, develop and maintain impactful and professional relationships with all departments in 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.

This post is not 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 will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

PERSON SPECIFICATION – CAREERS ADVISER

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

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview.
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation.