

# Job Description and Person Specification



## Employability Advisor x 3 posts

### Post 1 – Creative Industries

Salary:	£14,404 - £16,249pa inclusive
Hours:	29 hours per week for 40 weeks per year
Leave:	This post is term time only, all leave should be taken when the college is not in session.
Reports to:	Curriculum and Quality team Manager of relevant area
Location:	This post will be based at the Main Campus on London Road, Isleworth however you may be required to work at the Skills & Logistics Centre in Feltham

### Post 2 – ESOL

Salary:	£8,940- £10,086pa inclusive
Hours:	18 hours per week for 40 weeks per year
Leave:	This post is term time only, all leave should be taken when the college is not in session.
Reports to:	Curriculum and Quality team Manager of relevant area
Location:	This post will be based at the Main Campus on London Road, Isleworth however you may be required to work at the Skills & Logistics Centre in Feltham

### Post 3 – Health & Science

Salary:	£6,954- £7,844pa inclusive
Hours:	14 hours per week for 40 weeks per year
Leave:	This post is term time only, all leave should be taken when the college is not in session.
Reports to:	Curriculum and Quality team Manager of relevant area
Location:	This post will be based at the Main Campus on London Road, Isleworth however you may be required to work at the Skills & Logistics Centre in Feltham

**The purpose of the post:** to provide advice and guidance, supporting students in their development of employment skills, devising meaningful work related activities, including work placements for designated curriculum areas to prepare students for entry into the workforce.

**The main duties and responsibilities are to:**

1. To establish and develop strong links with local businesses and national employers to devise engaging and meaningful work related learning activities to be included in the employability scheme of work e.g. employer led presentations, real business projects and mock interviews sessions.
2. To work collaboratively with curriculum areas to create and deliver work related activities such as trips, visits, business mentoring and voluntary work designed to develop employment skills for students aged 16-19 years.
3. Deliver employability sessions to timetabled groups and on an individual basis developing key employment skills.
4. Supervise groups of students as part of the timetabled Independent Study. This will include marking registers to record attendance and providing cover when required.
5. Responsible for internal and external queries related to the employability skills programmes, liaising with employers and curriculum areas on the development of suitable learning activities and achievable results.
6. Assist in the development of a broad range of current and relevant cross college employability resources including the development of innovative online employability modules.
7. Liaise with the Work Experience, Employability and Careers Manager and Curriculum staff to ensure students are placed in appropriate work placements and or jobs relevant to their skills and experience.
8. Track student progression, monitoring attendance and employment skills development, through to final employment outcomes, ensuring all key performance indicators (KPI) are met.
9. Maintain accurate records of student placements, recording all work related learning, activities and progression and delivering statistical reports on a regular basis.
10. Keep up to date with current national and local labour markets, ensuring work placements meet College requirements and that information is shared with relevant departments.
11. Attend meetings and college events as directed.

**General**

12. Promote a positive image of the college in all contacts with students, employers and professional bodies.

13. Adhere and comply with the college financial regulations.
14. Carry out any other reasonably comparable duties that may be required from time to time.
15. Undertake additional duties at enrolment times as required, including occasional evening work.

# Person Specification

Please study the items in this person specification carefully and when completing your application form try to describe your knowledge, skills and experience in terms of those particular items:

1. Possess a NVQ level 3 qualification in a relevant subject
2. Possess a Literacy and Numeracy qualification at Level 2
3. Minimum of 4 GCSE including Maths and English at grade C or above or equivalent qualifications.
4. Previous experience of delivering employability skills training, enterprise education, careers advice and/or providing an effective work placement service to students.
5. Previous experience of working with young adults and knowledge of work experience requirements within the community or voluntary sector.
6. Experience or understanding of further education, student learning and knowledge and understanding of careers and work experience issues.
7. Strong administration and organisational skills with the ability to prioritise own workload.
8. Excellent verbal and written communication skills and the ability to develop and establish good customer relationships.
9. Proven experience of networking and developing positive and effective relationships with young people and external organisations.
10. Possess appropriate IT skills relevant to the post, with previous experience of using Moodle and databases
11. Be able to work as part of a team as well as autonomously
12. Be willing to undertake training and development as required within the role.
13. Have an awareness of safeguarding and prevent.
14. Have an awareness and understanding of equal opportunities

## **Equality and diversity**

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different , social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date:**           **9 October 2018**  
**Reference No:**       **EA2018**  
**Interview date:**      **to be confirmed**

# Conditions of Service

<b>Contract:</b>	Permanent – Part time Term time only
<b>Salary:</b> scales.	Please note the salary range for this post is points 21-25 on the Support Staff scales.  Progression up the incremental pay scale is automatic and awarded on 1 April annually. New entrants are placed on point 21 Where there is evidence of current earnings in excess of point 21, the applicant may be placed at the salary point higher than their current salary
<b>Pension:</b>	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	This post is term time only, all leave should be taken when the college is not in session.
<b>Hours:</b>	14 / 18 / 29 hours per week for 40 weeks per year
<b>Probation:</b>	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensure that there is an adequate period of “normal” working during which to provide support and assess an employee’s performance.
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.