

# Job Description and Person Specification



## Careers Advisor

<b>Salary:</b>	<b>£28,758 - £30,539pa inclusive</b>
<b>Leave:</b>	<b>27 days per annum plus public holidays plus up to 3 days Christmas efficiency closure</b>
<b>Hours:</b>	<b>36 hours per week</b>  <i>The post holder will be expected to work some evenings and weekends during the main enrolment period (mid August – end September), and to attend careers and guidance activities throughout the year.</i>
<b>Reports to:</b>	<b>Head of Careers and Work Experience</b>
<b>Location:</b>	<b>This post will be based initially at the main campus, Isleworth but will work across both campuses.</b>

### The purpose of this post is:

To work flexibly across the College and with internal and external stakeholders to provide an effective and high-quality, comprehensive, impartial careers education, information, advice, and guidance service that meets the needs of a diverse range of prospective and existing students.

To work in a collaborative, partnership focused manner to ensure the careers programme and student entitlement meets all eight of the Gatsby benchmarks of good practice. These include; interventions, 1:1s, workshops, activities and events that are aspirational, empowering and enable students to make informed choices about their future in relation to their education, training and employment.

### Main duties and responsibilities:

1. Support the Head of Careers and Work Placement in ensuring the college meets all Gatsby Benchmarks and champions good practice across college and within programme teams
2. Provide a range of careers interventions throughout the learner journey from enrolment through to supporting progression, including 1:1 guidance, group work, workshops, and events in line with CDI Code of Ethics
3. Contribute to the development, planning and delivery of an innovative and effective cross-college careers programme and guidance
4. Implement relevant interactive activities to driving forward the number of students participating in careers activities at each campus
5. Proactively support students who are undecided about their intended destination
6. Support students through progression and who withdraw or are withdrawn from courses ensuring they are referred to other providers as appropriate
7. Provide careers guidance during the enrolment process and open evenings/preview events to assist prospective students in their course choice and career planning

8. Develop and maintain a comprehensive and up-to-date careers information and resources and make available for staff, students, parents and partners to access
9. Support users with careers-related online resources and other appropriate careers and HE related websites.
10. Coordinate and support UCAS procedures across the College including the UCAS application portal and provide advice to students and staff to ensure the process runs smoothly
11. Actively research and arrange suitable opportunities for students with regular communication to ensure students and curriculum staff are informed of forthcoming opportunities
12. Organise in-house and external events/workshops that actively promotes all aspects of careers, developing students employability skills and soft outcomes
13. Maintain and coordinate effective links with curriculum, external organisations and other support services (internal and external) to ensure the careers provision is consistent, inclusive and facilitates progression for all students
14. Support the quality assurance process to ensure college standards are worked to and maintained (e.g. OFSTED, Matrix, Gatsby Benchmarks)
15. Undertake activity as appropriate to monitor access and take up of guidance and collect data/evidence needed for monitoring, reporting and measure impact purposes
16. Ensure all students have ongoing access to their own careers action plans for self-directed career management purposes and aspirational, SMART action plans are developed in collaboration with individual students
17. Maintain relevant ongoing continuous professional development including knowledge and application of LMI, local and national education, training and employment issues, legislative requirements and changes to IAG provision
18. Provide support to curriculum colleagues in using computer-assisted guidance and LMI tools with students across the full spectrum of subjects
19. Engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.

## **General**

20. Lead, promote and support the development of the College's Equality and Diversity policies, procedures and practices as they relate to students and staff
21. Champion and promote the College and the careers service to staff, students, employers and external agencies
22. Carry out any other reasonably comparable duties that may be required

# 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. Level 6 Diploma in Careers Guidance and Development / QCG / DipCG qualification (parts 1 & 2) or working towards
2. Significant experience of working in a careers or advice and guidance role to a wide range of individuals in a careers or FE/HE sector or education sector
3. Experience of liaising with employers, course tutors and students
4. Knowledge and understanding of Ofsted requirements and Gatsby Benchmarks
5. Knowledge and experience of using labour market intelligence (LMI) systems and data to inform decisions and service delivery
6. Knowledge of the UCAS application system and the Higher Education landscape
7. Excellent communication skills to be able to deal effectively and sensitively to a diverse range of students, staff and the public in person, by telephone, and by email
8. Ability to relate to young people from diverse backgrounds, including those from vulnerable backgrounds with emotional, social, and/or learning/behavioural difficulties
9. Proven interviewing skills and highly effective interpersonal and advocacy skills
10. Good organisational skills and ability to organise own work load, multi-task as well as work on own initiative and as part of a team
11. Experience of developing and delivering presentations, group work and careers-related material
12. Confident with using computer-based careers, guidance software and equipment
13. Ability to work flexibly with job tasks and working hours, work under little supervision and use initiative and own judgement in making decisions
14. Be able to work calmly in a busy environment during periods of pressure and to maintain a professional and friendly service to staff and students.
15. Ability to work towards and achieve external deadlines and respond to the changing needs of students
16. High level of literacy and numeracy
17. Up-to-date knowledge and understanding of Data Protection, Safeguarding, and Equal Opportunities requirements
18. Be willing to undertake training and development as required within the role

## **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:** 19<sup>th</sup> April 2021

**Reference No:** 6WCE002

**Interview date:** 5<sup>th</sup> May 2021

# Conditions of Service

<b>Contract:</b>	Permanent Full time
<b>Salary:</b>	£28,758- £30,539pa inclusive Please note the salary range for this post is points 32-34 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 32
<b>Pension:</b>	Staff are entitled to participate in the Local Government Pension Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	27 days per annum plus public holidays plus up to 3 days Christmas efficiency closure
<b>Hours:</b>	36 hours per week
<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.