

# Capel Manor College

## Careers Advisor

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Careers Advisor
<b>Scale</b>	Business and Learning Support
<b>Grade</b>	Scale 6
<b>Responsible to</b>	Head of Apprenticeships
<b>Location</b>	Enfield (with travel to other centres)
<b>Contract</b>	Permanent, Term time only

### Key Responsibilities:

The Careers Advisor will work flexibly across the College to provide an effective and high-quality, comprehensive and impartial careers education, information, advice and guidance service that meets the needs of prospective and existing students.

Work will be carried out in collaboration with internal and external stakeholders 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 which enable students to make informed choices about their future in relation to their education, training and employment.

### Responsibilities:

1. Support the Head of Apprenticeships and Business Development to ensure the college meets all Gatsby benchmarks and champions good practice across college and within programme teams
2. Support the quality assurance process to ensure college standards are maintained (e.g. Ofsted, Matrix, Gatsby Benchmarks)
3. 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
4. Contribute to the development, planning and delivery of an innovative and effective cross college careers programme and guidance. Monitor access and take-up of guidance and collect data/evidence needed for the purposes of monitoring, reporting and measuring of impact
5. Provide careers guidance during the enrolment process and open evenings/events to assist prospective students in their course and career choices
6. Implement relevant interactive activities to increase and progress the number of students participating in careers activities at each campus
7. Contribute to student individual targets and planning in liaison with curriculum/tutorial staff. Proactively support students who are undecided about their intended destination towards autonomous decisions
8. Support students through progression and also refer withdrawn students to other providers or learning programmes as appropriate
9. Develop and maintain comprehensive and up to date careers and HE information and resources including on-line resources/websites and support users whether staff, students or parents/carers. Provide support to curriculum colleagues in using computer-assisted guidance and LMI tools with students
10. Co-ordinate and support UCAS procedures across the college including the UCAS applications portal and provide advice to students and staff to ensure the process runs smoothly
11. Organise in-house and external events/workshops that actively promote all aspects of careers, developing students' employability skills and soft outcomes

12. Engage in professional development and networking to ensure that professional and strategic contributions are up to date, e.g. application of LMI, local and national education, training and employment issues, legislative requirements and changes to IAG provision.

### **General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## **PERSON SPECIFICATION**

### **Qualifications**

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- Level 6 Diploma in Careers Guidance and Development/QCG/DipCG qualification (parts 1 and 2) or working towards
- Initial teaching qualification (PET) or willingness to achieve (support will be given to gain accreditation over a specified period.)

### **Experience**

- Experience of working in an educational or training environment and liaising with employers, course tutors and students
- Experience of working with individuals of all ages and those with moderate learning difficulties
- Previous experience of working in a careers or advice and guidance role to a range of individuals in a careers or FE/HE sector or education sector

### **Skills, Abilities and Knowledge**

- Knowledge and understanding of Ofsted requirements and Gatsby Benchmarks
- Knowledge of the UCAS application system and the HE landscape
- Proven interviewing skills and highly effective interpersonal and advocacy skills
- Confidence in using computer-based careers, guidance software and equipment
- Experience of developing and delivering presentations, group work and careers-related material. Sound administrative skills
- The ability to develop positive working relationships with individuals at all levels
- Ability to work flexibly with job tasks and working hours, work under little supervision and use initiative and own judgement in making decisions
- The ability to communicate effectively orally and in writing. High level of literacy and numeracy
- Be able to work calmly during periods of pressure and maintain a professional and friendly service to staff and students
- Effective organisation skills and ability to organise own workload, multi-task as well as work as part of a team
- Ability to work towards and achieve external deadlines and respond to the changing needs of students

### **Other Factors**

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required