

Job Title: **Careers Adviser**

Responsible to: **Head of Careers**

Responsible for:

1. Contributing to all areas of careers work with sixth form students.
2. Providing one-to-one careers guidance interviews for students, which could include Access students on the AHED site.
3. Providing careers advice and guidance to students on a 'drop-in' basis.
4. Providing and delivering group sessions to sixth form students in conjunction with other members of the careers team.
5. Attending college Open Evenings and parents' advice evenings, as required.
6. Supporting the Head of Careers and team members with careers events and activities.
7. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
8. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
9. Any other duties as reasonably requested by the Head of Careers or the Principal.

Debbie Mahoney

Head of Careers

July 2019

Job Title: Careers Adviser

Essential Requirements:

- A good first degree and the Postgraduate Diploma in Careers Guidance (or equivalent Level 6/7 qualification)
- Recent experience of working in a post 16 environment
- Excellent interpersonal and communication skills
- Enthusiasm for working with young people
- Up to date knowledge of the post 18 options available to young people, including Higher Education
- Confident IT skills
- Proven administrative and organisational skills
- Proven ability to give presentations to large and small groups
- Ability to work flexibly as part of a team
- Commitment to continuous professional development
- Commitment to the protection and safeguarding of children and vulnerable adults
- Commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not

Desirable Requirements:

- Experience and knowledge of working with students with Special Educational Needs
- Up to date knowledge and experience of supporting young people with Education, Health and Care Plans
- Awareness and understanding of the Gatsby Standards and the new Careers Strategy
- Experience of establishing industry and/or higher education links
- Experience of organising events

Debbie Mahoney, Head of Careers

July 2019

Job Title: SUN Progression Mentor

Responsible to: Head of Careers

Working with: SUN Coordinator within the Careers Department

Responsible for supporting all identified NCOP students and their parents/carers:

10. Lead and develop the college's engagement in the SUN and NCOP initiatives, in collaboration with the SUN Coordinator.
11. Act as the point of contact for all NCOP students, working with them on a 1-2-1/small group basis, providing support to enable them to participate in education and employment initiatives and with making applications to progress onto Level 4 opportunities.
12. Create and deliver presentations and workshops to students and their key influencers about all progression opportunities, along with leading on the development of activities, programmes and events to support the aims and objectives of NCOP (such as off-site trips and parents information events).
13. Proactively build and maintain relationships with key members of staff within the college, in order to raise the profile of the programme and the opportunities.
14. Liaise with educational establishments, local employers, councils and organisations as appropriate to identify opportunities for students.
15. Attending college Open Evenings and parents' advice evenings.
16. Prioritising the safeguarding of all students and participating in training on safeguarding matters.
17. Contributing to the elimination of unlawful discrimination, harassment and victimisation; advancing equality of opportunity and fostering good relations between people who share a protected characteristic and those who do not.
18. Any other duties as reasonably requested by the Head of Careers or the Principal.

Debbie Mahoney, Head of Careers

July 2019

Job Title: SUN Progression Mentor

Essential Requirements:

- A good first degree and the Postgraduate Diploma in Careers Guidance (or equivalent Level 6/7 qualification)
- Recent experience of working in a post 16 environment
- An understanding of the widening participation agenda
- Excellent interpersonal and communication skills
- Enthusiasm for working with young people
- Up to date knowledge of the post 18 options available to young people, including Higher Education and Apprenticeships
- Confident IT skills
- Proven administrative and organisational skills
- Proven ability to give presentations to large and small groups
- Ability to work as part of a team
- Capacity to work flexibly during peak times, including occasional evenings
- Commitment to continuous professional development
- Commitment to the protection and safeguarding of children and vulnerable adults
- Commitment to meeting the individual needs of each student; to respect diversity, advance equality of opportunity and foster good relations between those who share a protected characteristic and those who do not

Desirable Requirements:

- Creative and innovative approach to this role
- Experience of developing and delivering careers activities and lessons
- Awareness and understanding of the Gatsby Standards and the new Careers Strategy
- Experience of establishing industry and/or higher education links
- Experience of organising events

Debbie Mahoney, Head of Careers

July 2019