

JOB DESCRIPTION



CAREER FRAMEWORK

JOB TITLE	Careers Advisor
REPORTING TO	Careers & Parental Involvement Manager
GRADE	Grade G
AREA	Careers
HOURS OF WORK	Part time

SUMMARY OF POST

As a careers information, advice and education specialist, to co-ordinate the provision of an educational and vocational guidance and job placing service for potential and existing students.

To co-ordinate a careers education service for potential, current and existing students by working closely with the rest of the Support services in the college, employers, parents/carers, tutors, schools and Local Authority careers services.

As a Careers Advisor you will be required to deliver careers education, employability skills and HE workshops to students across the college.

Main duties, key tasks and responsibilities to:

1. To assist in the development and coordination of the vocational guidance service and careers education across the college, ensuring that the individual needs of the students are met in a timely manner. (Cross Ref: Benchmark 1)
2. To provide research, advice, training, guidance documentation and templates for the college's P. Coaches, teachers and trainers. (Cross Ref: Benchmark 1)
3. To provide support for the development of employability skills in the curriculum and network to secure workplace experiences for the students. (Cross Ref: Benchmark 6)
4. To assist students and staff with Higher Education and apprenticeship applications and ensuring that all students are aware of the range of learning opportunities that are available to them. (Cross Ref: Benchmark 7)
5. To participate in careers conventions, parents' evenings, careers advice sessions and open events.
6. To provide advice to college management, staff, parents and teachers in relation to developments in training and employment and labour market opportunities and trends. (Cross Ref: Benchmark 2)
7. To undertake a caseload of educational and vocational guidance for potential and existing students in groups, ensuring advice and support is tailored to the needs of each learner. (Cross Ref: Benchmarks 3 & 8)
8. To provide high quality, one-to-one intervention work with learners by listening to learners' views and opinions, providing them with feedback and engaging them in motivating and target setting activities making clear recommendations and providing written summaries of guidance where appropriate. (Cross Ref: Benchmark 8)

9. To maintain and develop contacts with appropriate external organisations and employers, to give learners opportunities to learn about work, employment and the skills that are valued in the workplace. (Benchmark 5).
10. To be responsible for developing service standards to aid monitoring and review of the guidance service and develop Matrix Standards/other awarding bodies.
11. To assist with implementation of the Gatsby Benchmarks across the college.
12. To assist in the collection and analysis of data to enable the Careers Guidance team to measure the impact of its services.
13. To assist in developing a programme of careers education and guidance within the tutorial/curriculum that is known and understood by all stakeholders. (Benchmark 1)
14. To work closely with curriculum leaders and subject staff to link curriculum learning with a wide range of career paths. (Benchmark 4)
15. Ensure that relevant records and case notes are prepared, maintained, monitored and evaluated.
16. To collaborate careers education, employability, HE workshops and Careers Fairs and work closely with National Collaboration Outreach Project (NCOP) and the National Careers Service (NCS).
17. To support and contribute to the development of new policies, procedures and systems within the College.

GENERAL DUTIES

1. Be conversant with and use Microsoft Office tools and the information technology equipment available within the college or sector.
2. Promote all College policies, including those that refer to health and safety, equality of opportunity, GDPR and maintaining standards of student behaviour.
3. Participate in college programmes of staff appraisal and continuing professional development.
4. Undertake other duties as may be reasonably required in the interests of the efficient functioning of Barking and Dagenham College.

NB: In consultation with the post holder, this job description is liable to variation to reflect actual, contemplated or proposed changes to the job.

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Person Specification						
Job Title:	Careers Advisor					
Reports To:	Careers & Parental Involvement Manager					
Criteria	Essential/ Desirable Criteria	Assessment Method				
		A	I	T	R	
Education and Qualifications						
• A degree or equivalent qualification.	D	✓	✓			
• Careers Advice L6 - Post Graduate Diploma or equivalent.	E	✓	✓			
Experience						
• Experience of working in a Further Education institution in student services of careers IAG.	D	✓	✓			
• Experience of providing advice and/or guidance to individual learners.	E	✓	✓			
• Customer care experience.	D	✓	✓			
• Experience in co-ordinating the work of teams of staff.	D	✓	✓			
• Trainer/facilitator presentation skills.	E	✓	✓			
• Knowledge of Gatsby Benchmarks.	E	✓	✓			
• Writing curriculum materials and/or lesson plans.	D	✓	✓			
• Use of Microsoft Office tools (outlook, word, Excel spreadsheets) and the internet.	E	✓	✓			
Skills and Abilities						
• Ability to work as a team member to think creatively, to encompass new ideas and to work flexibly.	E	✓	✓			
• Ability to communicate with staff at all levels in the organisation.	E	✓	✓			
• Ability to remain calm in a pressured situation.	E	✓	✓			
• Knowledge of quality auditing processes.	E	✓	✓			
• Use of Access databases.	D	✓	✓			
• Ability to organise and prioritise work from a variety of sources.	E	✓	✓			
• Be able to demonstrate an understanding of equality of opportunity and have practical ideas on how to implement it.	E	✓	✓			
• Have a good punctuality and attendance record.	E	✓	✓			
Professional Knowledge, Judgement and decision making						
• Ability to organise, analyse and present evidence and date clearly and in a variety of formats in response to management information needs.	D	✓	✓			
• Ability to work independently and to meet deadlines.	E	✓	✓			
• Ability to motivate staff and students.	E	✓	✓			
• Understand the importance and limitations of confidentiality.	E	✓	✓			
• Knowledge of college learner support.	E	✓	✓			
Safeguarding Children and Vulnerable Adults						
• Understanding of Safeguarding Legislation and it's application within the educational sector.	E	✓	✓			
• Commitment to Safeguarding and promoting the welfare of children and vulnerable adults.	E	✓	✓			

Equality and Diversity						
<ul style="list-style-type: none"> An understanding of and commitment to all aspects of equality and diversity. 	E		✓	✓		