



Careers & Progression Co-ordinator

Job Description

Faculty / Department:	Student Services
Campus:	Cauldon and/or Burslem Campuses

Responsible to:	Director of Student Services
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Responsible for:	Supervising Local Authority Careers Advisors (Contract)
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Grade:	SCP 31-34 £29,982 - £31,983	Hours	Full Time 37hrs per week
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Role Summary:
<p>To be responsible for the achievement of excellence across our Careers programme using the Gatsby Benchmarks, and for co-ordinating all careers-based advice, guidance, learning, activities and events.</p> <p>To provide impartial careers guidance, including career action planning for current and prospective students of all ages, by means of individual and group work as appropriate.</p> <p>20% of the time will be spent on engaging and motivating at-risk learners through group tuition to support them to catch-up.</p>

Main Duties and Responsibilities:
<p><u>Work Processes and results</u></p> <ul style="list-style-type: none"> To review, develop and support the delivery of the Careers, Education, Information, Advice and Guidance (CEIAG) programme throughout the academic year. To support staff in delivering Progression tutorials and writing references. To offer students support and advise in choosing appropriate destinations; writing personal statements or applying for jobs. To assist students with University or job interviews, when necessary. To identify & co-ordinate relevant events, activities, guest speakers and organisations to support progression to HE and/or Employment. To keep up-to-date with labour market information, legislation and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies. Tracking and monitoring of destination data and progressions routes of former students. To contribute to the cross-College Tutorial and Enrichment Programme. To co-ordinate UCAS applications for all students.

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- To liaise with students and parents in relation to CEIAG.
- To contribute to prospective student engagement activities.
- To contribute to the development of social media and the College website as a means of keeping learners and parents up-to-date with specific focus on CEIAG.

Team Work

- To work closely with the other Departments, as well as with partner agencies.
- To attend and contribute to relevant meetings within the Department, wider College and external partners, as appropriate and required.
- To work closely with colleagues in other Departments, as well as with external partner agencies.
- To work flexibly as and cohesively as part of a team, under the guidance and direction of the Director of Student Services.

Supervision / Staffing

- Supervise the Local Authority Careers Advisers commissioned to provide impartial careers guidance, including career action planning for current and prospective students of all ages, by means of individual and group work as appropriate.

Communication / Documentation

- Communicate clearly, effectively and professionally across a wide range of audiences and ability levels, adapting own style to suit and meet each audience's needs.
- To ensure and maintain strict confidentiality at all times.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development. Including proactive engagement with the College's CPD programme.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.
- To keep up to date with labour market information, legislation and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.
- Follow all agreed Quality Assurance and Risk Management Systems operating in the College.

College Values

Vacancy number:

- To demonstrate and uphold the College's values, or Trust, Resilience, Authenticity & Ambition, Innovation & Collaboration, and Nurture (TRAIN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College and inclusive environment in which to learn and work.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges.
- To attend relevant and associated training, as required.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

This Job Description and Person Specification is accurate as at June 2021. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.



PERSON SPECIFICATION

Careers & Progression Co-Ordinator

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	<ul style="list-style-type: none"> Degree or equivalent qualification in a relevant subject Postgraduate Diploma in Career Guidance and Development. 	A A	<ul style="list-style-type: none"> Leadership / Supervisory qualification 	A
Experience	<ul style="list-style-type: none"> Experience of working within an FE College, School or education setting Experience of delivering Careers, Education, Information, Advice and Guidance (CEIAG) events and activities within an educational setting 	A A, I, P	<ul style="list-style-type: none"> Experience of contributing to strategic and operational planning Experience of working with & co-ordinating UCAS 	A A
Skills/ Aptitudes /Competences	<ul style="list-style-type: none"> Ability to supervise and coach a team and organise workload to provide an efficient, effective and dynamic service Ability to problem solve effectively, and to work on own initiative Strong team player, with an organised, positive attitude to work Highly developed interpersonal skills Excellent time management, organisation and prioritisation skills 	A, I A, I A, I A, I A, I	<ul style="list-style-type: none"> Demonstrable understanding of the statutory duties in relation to CEIAG and Gatsby Benchmarks Highly developed interpersonal skills and emotional intelligence Ability to produce reports and to analyse data. 	A, I I I

Vacancy number:

	<ul style="list-style-type: none"> • Highly developed written, verbal and non-verbal communication skills • Ability to provide an effective, proactive, customer focussed service to customers and other key stakeholders • Proven ability to work well in a fast-paced environment, meeting multiple deadlines within set timescales • Excellent accuracy and attention to detail • Well-developed IT Skills, including the use of Microsoft Office, Word, Excel. 	<p>A, I</p> <p>A, I</p> <p>I, T</p> <p>A, I</p> <p>A, T</p>		
Other	<ul style="list-style-type: none"> • Demonstrate commitment to and an understanding of diversity and equality • A commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults • Ability to travel between, and work from, Burslem and Cauldon campuses as required. 	<p>I</p> <p>I</p> <p>I</p>		