Job Reference No: 754

***THIS DOCUMENT IS NON CONTRACTUAL AND IS REVIEWED REGULARLY***



The Cheadle and Marple College Network

**JOB DESCRIPTION – Careers & Guidance Officer** (full time, term time only plus 2 weeks)

Salary Scale 5a pro rata of £26,071 (actual £23,199)

|  |  |
| --- | --- |
| Primary Purpose |  |
| To work alongside the Assistant Principal, Recruitment, Progression and Communication to plan and provide outstanding IAG services for all potential students attending Cheadle College and Marple Sixth Form College (16-19 yrs and 19+ yrs) |
|  |
| To provide advice, guidance and information on 16-19 provision, HE, employment and training to potential students and students attending The Cheadle College and Marple Sixth Form College (16-19yrs and 19+ yrs) |
|  |
| To lead the College’s Careers and Higher Education Programme including whole college IAG related events |
|  |
| To be responsible to the Assistant Principal, Recruitment, Progression and Communication.  |
|  |
| To be involved / work alongside in the planning development and delivery of careers education with a particular focus on progression to higher education employment apprenticeships and training. |
|  |  |
| Accountabilities |  |
|  | To work alongside the Assistant Principal to plan and provide outstanding IAG services for all potential students attending The Cheadle College and Marple Sixth Form College (16-19yrs and 19+ yrs). |
|  | To provide advice, guidance and information on 16-19 provision, HE, employment and training to potential students attending The Cheadle College and Marple Sixth Form College (16-19 yrs and 19+ yrs). |
|  | To lead the College’s Careers and Higher Education activities. |
|  | To liaise with key stakeholders, both internal and external e.g. Tutors, Heads of Houses, House Monitors, Higher Education Admission Tutors etc.  |
|  | To carry out advice and guidance interviews.  |
|  | To plan and coordinate the work of the careers team across The Cheadle College and Marple Sixth Form College. |
|  | To interview applicants to the College. |
|  | To carry out presentations to large and small groups including students, staff and parents. |
|  | To provide advice to students and staff in relation to student applying to different progression routes. Higher Education, Employment, and Apprenticeships. |
|  | To advise and support students and colleagues to ensure the smooth operation of UCAS process. |
|  | To play a significant role in the development of Employability skills, including organising event within college and working with curriculum colleagues.  |
|  | To establish and maintain effective links with external key stakeholders Higher Education Institutions, Employers, Training companies, Education providers and other organisations involved in providing progression opportunities to students. |
|  | To work alongside the Head of Transition, Liaison and Marketing and Communication to prepare materials for use in presentation and curriculum activities. |
|  | To make presentations on the college and its curriculum to small or whole year groups. |
|  | To promote and safeguard the welfare of any students with whom you come into contact. |
|  | To be aware of the colleges health and safety policies and data protection legislation. |
|  | To be aware of equal opportunities and to demonstrate these principles in all aspects of work. |
|  | To understand the College’s Health and Safety Policy and to work within its guidelines. |
|  |  |
| Additional Duties |  |
|  | Any other duties as directed by your Manager |