Job Reference No: 754

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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)

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| 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) | | | | |
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| 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) | | | | |
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| To lead the College’s Careers and Higher Education Programme including whole college IAG related events | | | | |
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| To be responsible to the Assistant Principal, Recruitment, Progression and Communication. | | | | |
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| 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. | | | | |
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| 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. | | | |
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| Additional Duties | | |  | |
|  | Any other duties as directed by your Manager | | | |