

**Careers & Employability Manager**

**Grade E**

**37 hours x 40 weeks**

We are seeking a highly motivated professional who will coordinate the careers education and opportunities within the college. The successful candidate will lead a careers team to develop and maintain an effective careers and work-related learning provision, be responsible for the delivery of the school’s programme of career advice and guidance and be able to develop links with outside agencies, providers, business and employers.

**Responsibilities:**

**General**

To provide an inspiring and best practice careers service within the college.

To provide careers advice, guidance and support at key transition points within the college, including post-school choices.

To implement a strategic plan which guides the policies, plans, targets and practice.

To deliver a careers advice programme within a tutorial and PSHE programme.

**Specific**

Ensure the College meets its statutory responsibilities in careers guidance.

Lead a careers team to deliver careers opportunities and raise aspirations across the college.

Working with colleagues and external agencies, the Careers Adviser will be responsible for:

* Suggesting, developing and maintaining effective partnerships with local, national and international businesses.
* Organising events and hosting visits from a range of employers and speakers, including the Armed Forces Schools Liaison Officers
* Keeping abreast of developments and best practice in careers through research, attendance at training events and conferences, and establishing relationships with peers from other institutions
* Providing advice and guidance to students and supporting them to achieve these goals
* Develop the ‘Future First’ Alumni Project.
* Advising students on how to source relevant training courses or qualifications and what funding might be available
* Providing advice on CV, applications, job hunting and interview techniques
* Running small group sessions or larger presentations on all aspects of careers work and topics related to personal development
* Planning and organising careers fairs and industry days
* Keeping 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
* Organising, promoting and coordinating work experience and work placements
* Liaise closely with Learning Managers and Curriculum Managers to coordinate careers events, such as Take Over Day
* Attendance at Parents’ Evenings, review days and active promotion of careers in assemblies and at Information Evenings
* Monitoring, recording and communicating leaver destination information to relevant bodies
* Close liaison with external careers services, supporting their statutory work with vulnerable students
* Working with a range of career services such as Enterprise Adviser Network, Generation Stem, Plymouth Careers Association and Next Steps South West.

**Other**

* Deliver a programme of careers and employability to KS3 through the PSHE Curriculum.
* Manage student applications to HE extension opportunities; Nuffield Research programme, Aspiring professional programme, Sutton Trust Summer Schools, Oxbridge Residential Open Days, Oxford Pathways, Routes into STEM residential taster days, Year in Industry placements.
* Run the Engineering Education Scheme. Identifying students within the Sixth Form and see this through to completion.

Any other reasonable requests by negotiation with the Executive Principal

All job descriptions are subject to review and update to meet the changing needs of the MAT, Inspiring Schools Partnership.

Closing 17th September 2018