



CITY AND ISLINGTON
COLLEGE

JOB REF NO: R00686

CITY AND ISLINGTON COLLEGE

JOB DESCRIPTION

A. TITLE OF POST: Careers Adviser (0.5FTE over 2.5 days)

RESPONSIBLE TO: Head of Student Services
Centre for Applied Sciences

GRADE: Business Support – Grade 3

SALARY: From £29, 146 to £30,909 (Including London Weighting)

CLOSING DATE: Wednesday 20th June 2018

INTERVIEW DATE: Wednesday 4th July 2018

B. PURPOSE OF THE JOB:

To develop, organise and deliver careers education programmes and guidance to students at the Centre of Applied Sciences.

C. MAIN DUTIES AND RESPONSIBILITIES

1. Assist in the planning, writing and delivery of careers education programmes for students who are studying vocational qualifications, including BTECs and Access courses, in liaison with the Head of Student Services
2. Provide one to one confidential interviews to students studying vocational qualifications.
3. Research, write and deliver group work to vocational students throughout the year including support for Higher Education, Apprenticeships and Employability Skills.
4. Research, devise and deliver HE Finance tutorials, and liaise closely with Student Finance England in supporting students to complete their student finance.
5. Assist in the development of paper and e-resources to support the full range of careers, higher education, apprenticeships, employment and training courses and guidance to vocational students on their post 18 option.

6. Support tutors in their role as deliverers of careers education, higher education, apprenticeships, employment and training programmes, and up to date on the latest changes that may take place, in liaison with Head of Student Services.
7. Assist in planning and delivery of tutors CPD on issues relating to careers, higher education and apprenticeships.
8. Organise students' careers enrichment activities and events specifically relating to careers education, apprenticeships, higher education, employment and training, including University visits and Employment Fairs.
9. Assist, monitor and check UCAS applications to ensure highest standards of quality control, in liaison with the Head of Students Services.
10. Provide individual guidance during university clearing as well as initial guidance to prospective students and their parents/guardians during course guidance, open evenings, parents' evenings, internal progression events and enrolment.
11. Assist in the compilation and analysis of destinations data in liaison with the Head of Students Services and tutors.
12. Assist in monitoring and reviewing professional practice to ensure continuous development of high quality programmes.
13. Devise and plan employability and volunteering tutorial programmes including liaising with external agencies and employers.
14. Provision of support for those students 'at risk', liaising with both internal and external support staff.
15. Contribute to the teams' annual Self-Assessment Review.
16. Play an active role in the college Cross-College Careers Group and act as a college representative on specialist groups.

D. EXPECTATIONS OF THE POST HOLDER

- Ensure that the college policy for equality of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities, in keeping with the college's quality assurance procedures and systems.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote College Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the college.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

E. PERSON SPECIFICATION

Qualifications and Experience

1. University Degree plus Post Graduate Diploma in Careers Guidance with qualification in Careers Guidance (Level 6 careers equivalent) and / or a Level 6 in Careers Guidance Qualification
2. Experience of developing and delivering careers and progression to higher education programmes and guidance to young people and/or adults
3. Experience of all aspects of post-16 careers education and guidance work.
4. Experience and competency in delivering staff training and development to tutors.

Knowledge and Understanding

1. An awareness of developments in careers and Further/Higher education, including issues and initiatives relating to 'widening participation' and employability
2. An understanding of the curriculum and pastoral needs of the 16-19 age group, adults, ESOL learners plus students with learning difficulties and high needs.
3. Commitment to Safeguarding and Equality & Diversity and an application of such policies in carrying out the roles and responsibilities of this post.

Skills and Abilities

1. An ability to effectively communicate with and support students
2. An ability to work collaboratively and as part of a team.
3. An ability to work under pressure and to deadlines.
4. A willingness and ability to work flexibly and use one's own initiative.
5. An ability to liaise effectively with relevant external agencies.
6. Evidence of good oral and written communication, organisational and administrative skills.
7. Good computer skills plus able to use specialist careers guidance software.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.