# **Job Description**

# **Post Title:** Careers Officer

# **Reporting To:** Assistant Principal – Pastoral and Enrichment

# **Responsible For:** Careers/Employability Tutor

# **Main Purpose and Scope of the Post**

To provide students and potential students with appropriate advice and guidance to enable them to access a wide range of progression options and to develop an effective strategy for the College careers service.

# **Duties and Key Responsibilities**

# Strategic

* To keep up to date with current National developments and thinking in relation to careers and employability and to respond appropriately.
* To liaise effectively with local and national organisations and companies, to ensure that our careers provision reflects the current and future requirements of different sectors of business and industry.
* To research and advise staff, students and parents on trends and developments in higher education and employment, effectively providing an advisory service to all staff, students and parents regarding any careers related query.

# Compliance

* To ensure that careers Education and Guidance within College meets the Gatsby Benchmarks and any other relevant external agency requirements, such as Ofsted, and is of outstanding quality

# Reporting

* To provide Key Performance Data to line managers/SMT on a half termly basis and related action plans.

# External Links/Schools Liaison

* To develop and maintain excellent links with relevant partners and external stakeholders such as employers, Higher Education and partner schools.
* Promote good relationships and channels of communication with local schools and colleges, attending their careers conventions and parents’ evenings as appropriate.
* To liaise with higher education institutions, employers, training providers, professional bodies and other relevant external agencies.

# Provide Careers Information/Advice and Guidance

* To develop, manage and deliver careers education and guidance within the College
* To develop and maintain a dedicated careers resource area relevant to the needs of the different student groups within the College.
* To conduct one to one Careers Interviews with College students and record the key outcomes on the student ILP.
* To provide group guidance or group talks where appropriate, supporting the tutorial system in the dissemination of appropriate information and guidance.
* To provide exit guidance to students completing their course of study.
* To provide information and support for parents/guardians.
* To work with staff and students to raise awareness of issues relevant to the transition to higher education or employment.
* To attend College open days, HE Parents evenings, parents’ evenings, events at schools and other similar functions.

# Higher Education

* To arrange relevant Higher Education visits throughout the year
* IAG including one to one guidance concerning UCAS applications particularly with regard to Personal Statements to inspire and facilitate progression to University
* Arranging workshops and one to one guidance with the various university Liaison Teams to ensure students convey high-quality applications

# Employability

* To support Curriculum teams to deliver relevant activities and advice related to employability for their subjects.
* To establish and develop links with local and national employers and provide a vacancy placing service for Bolton Sixth Form College students.

# Work Experience / Placements

* To work alongside the Work placement and Employability Officer as appropriate to ensure that cross college work placements organised by the Careers/Employability Tutor are done so in accordance with the College’s work experience policy and procedures.

# Admissions/Schools Liaison

* To be an active member of the team conducting admissions interviews and schools’ liaison activities where the focus of the role varies quite markedly over the course of the academic year.
* To conduct one to one admissions interviews with prospective students.
* To liaise with partner schools and other external agencies to promote a better understanding of the options available at Bolton Sixth Form College.
* To provide information and guidance to prospective students as appropriate.

# Event Planning

* To plan and deliver a high quality Careers and Higher Education event
* To plan and deliver Higher Education parents evenings

# World of Work / Futures Academy Programmes

* To be responsible for the World of Work Programme
* To be responsible for the Futures Academy Programme
* To support and direct the Careers/Employability Tutor
* To monitor and evaluate the programme, holding regular meetings with the Tutor and making recommendations for improvements to the Assistant Principal – Pastoral and Enrichment

# Personnel Management

* Line Management responsibility for the Careers/Employability Tutor
* Ensuring all College policies and procedures are adhered to in relation to staffing.

The job description outlines the main duties and key responsibilities under broad headings. It is not intended to specify every job activity in detail. All College employees are expected to work flexibly to ensure that responsibilities are fulfilled efficiently and effectively according to the needs of the College and its students.

Job descriptions are subject to change because of the changing environment in which the College operates.