



Christ the King Sixth Form

Job Description and Person Specification

Job Title:	Careers Guidance and Higher Education Adviser
Responsible to:	Director of Careers and Partnership
Job purpose:	To provide information, advice and guidance to students, to develop and deliver careers and higher education materials to students and staff and to promote employment and HE curriculum links across the College.

The main activities and responsibilities are:

- 1.1 Providing information, advice and guidance to individuals and to groups of students in relation to all aspects of their progression planning.
- 1.2 The management and administration of College UCAS procedures, ensuring that administration processes meet careers department HE application standards.
- 1.3 Providing and presenting information on progression to students, parents, staff and other college stakeholders. Including an online Careers Bulletin and website updates.
- 1.4 Working with the Directors of Careers and Partnership to develop careers related activities across the College, including the development of the progression related aspects of the pastoral programme.
- 1.5 Developing and promoting Employment and HE links across the curriculum and assisting in the development of key partnerships.
- 1.6 Maintaining an excellent Careers Library, as a resource which fully meets the progression needs of all students.
- 1.7 Developing and promoting the use of progression related IT/online systems and software across the College.
- 1.8 Contributing to the compilation of the College's destinations data and assisting in the organisation of careers day.
- 1.9 Dealing with general careers related correspondence and enquiries both by telephone, letter and email.
- 1.10 Word processing letters and documents for internal and external use.

- 1.11 Photocopying and circulating documentation to the relevant staff.
- 1.12 The input of relevant data onto the College's management Information System.
- 1.13 Taking part in professional development activities including appraisal.
- 1.14 Promoting equal opportunities for students and staff.
- 1.15 Undertaking other tasks as required by the principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person specification/selection criteria

The post-holder will be expected to have the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the college.
- 2.2 Education/training to degree level or equivalent.
- 2.3 A knowledgeable and sound understanding of Higher Education systems and careers education and guidance practices.
- 2.4 Knowledge of the 14-19 curriculum and awareness of the needs of students in this age range.
- 2.5 A keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision making abilities.
- 2.6 Excellent communication skills and an ability to engage students and staff.
- 2.7 An ability to make confident and lively presentations to a range of people including students, staff and other stakeholders.
- 2.8 A confidence with IT and ability to utilise and take forward IT in relation to careers and higher education guidance.
- 2.9 Energy, enthusiasm, drive and an ability to cope with periods of high volume and the demands on an intensely focussed applications process.
- 2.10 Flexibility, reliability and a high level of organisational skills.
- 2.11 An ability to contribute to and work effectively as part of a cross college team.

- 2.12 An awareness of the need for personal and professional development and a willingness to participate in INSET and appraisal.