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| New Image  Gateway College is a vibrant sixth form college catering for around 1,300 students.  An opportunity exists to join a strong staff team based at our campus in Hamilton, Leicester.  **CAREERS & EMPLOYABILITY LEAD X 2 (Ref: 21/21)**  37 hours per week, all year round  Actual salary: SFCA Support Pay Spine : £25,638 - £28,219 (Points 15-18)  An exciting opportunity has arisen at Gateway College for two Careers and Employability Leads. In this role you will support learners and teachers to identify and secure work experience placements with local employers and agencies, and embed work experience into the curriculum, and to administrate processes effectively and efficiently.  Duties will include:   * Organising work placements for students at all levels and in all industries. * Carrying out DBS and Health and Safety checks for new placements to ensure compliance. * Maintaining the student placement database and communicating weekly updates to key staff. * Building links within the local community (i.e. residential homes/local schools).   Further details and an application pack can be downloaded from [www.gateway.ac.uk](http://www.gateway.ac.uk) or by contacting the HR department via e-mail [hr@gateway.ac.uk](mailto:hr@gateway.ac.uk).  **Closing date: Wednesday 8th December 2021- 12.00 noon**  **Interview date: w/b 13th December 2021** |