

Job Description

Post:	Educational Careers Guidance Adviser
Salary Grade:	Band 6 Point 29 - 33 on the SFC pay scale
Responsible to:	Head of Pastoral Support
Responsible for:	Educational Careers Guidance

Key Purpose:

1	To provide effective co-ordination and delivery across designated a College centre or centres of a high quality careers and educational guidance service to individuals and groups of students from pre-entry to exit stages, in accordance with Matrix Quality Standards for Guidance.
2	To liaise and work in partnership with personal tutors in the delivery of careers education and guidance as part of the tutorial programme in line with the College's quality framework, thereby aiding retention and achievement.
3	To maintain and develop effective internal and external partnerships to ensure that students and staff receive accurate and up-to-date advice, information and guidance.
4	To make an effective contribution towards raising the number of students progressing into Higher Education, employment or training.
5	To coordinate the UCAS system effectively within a designated centre or centres.

Responsibilities:

1	To participate in key College processes as required.
2	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
3	To work flexibly in the interests of the organisation as required.
4	To participate in performance reviews and to undertake staff development activities as appropriate.
5	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

Duties and Responsibilities:

a	To meet with the Head of Pastoral Support and Head of Curriculum annually to review, agree and publicise the Careers Guidance Statement of Service.
b	To attend regular meetings with the Head of Pastoral Support and Educational Careers Guidance Advisers from other Centres to plan provision and ensure consistency of service.
c	To effectively co-ordinate the development and implementation of the delivery of a high quality careers and educational guidance service to individuals and groups of students at a designated centre, from pre-entry to exit stages, in accordance with Matrix Quality Standards for Guidance.
d	To advise students on UCAS applications and to ensure UCAS applications are processed efficiently within a designated centre or centres
e	To actively promote the availability and accessibility of the careers and educational guidance service to students and potential students at interview and enrolment, and through induction, group work and tutorial sessions.
f	To coordinate the planning and regular maintenance of the careers library and information and resources base by actively researching and reviewing the most up to date products and services, thereby meeting the standards for careers information set by the Matrix Quality Standard.
g	To organise events and visits to support student progression both within college and on to Higher Education, employment or training
h	To research, write, publish and distribute student fact sheets on appropriate topics, to be reviewed annually to maintain accuracy of information.
i	To develop, maintain and update the student intranet page and college website information, and to assist existing and potential students to use the available information.
j	To advise the Head of Pastoral Support on any resource needs within careers and educational guidance.
k	To maintain appropriate student records and provide statistical information on the usage of the service, working within the guidelines of confidentiality and data protection.
l	To liaise and work in partnership with personal tutors in the delivery of careers education and guidance as part of the tutorial programme thereby aiding retention, achievement and progression.
m	To develop and maintain effective liaison with relevant internal teams and external agencies to ensure that students receive accurate and up to date advice, information and guidance.
n	To work with the Head of Pastoral Support on the development and implementation of procedures, systems and policies which encourage students' progression through College.

o	To work with the Head of Pastoral Support to develop monitoring systems of continuous quality improvement to ensure that users receive a service of a consistently high quality.
p	To make a significant contribution to ensure the continued accreditation of the college through the Matrix Quality Standard
q	To carry out any other duties commensurate to the post as required by your Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign and date the job description:

Name of the post holder:

Line manager to sign and date the job description:

Name of the line manager:

Person Specification – Educational Careers Guidance Advisor

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
Qualification	1 A degree 2. A careers guidance qualification: Level 6 Diploma in Careers Guidance and Development, DipCG, QCG or alternatively NVQ4 Guidance. 3. Literacy Level 2 4. Numeracy Level 2 5. IT Level 2	Application / Certificate Application / Certificate Application / Certificate Application / Certificate		
Professional Development	6. Evidence of ongoing professional development	Application		
Knowledge	7. Knowledge of FE/HE systems and careers directions typically followed by FE students 8. Knowledge of available careers resources, web sites, on-line information sources	Application/ Interview Application/ Interview	a Familiarity with Matrix standards	Application/ Interview
Experience	9 Experience of working with students in post 16 education as an Educational Careers Guidance Advisor	Application/ Interview		Application/ Interview
Skills/ Qualities	10 Good organisational skills With ability to organise own workload 11 Excellent interpersonal, communication and organisational skills. 12 Ability co-ordinate and motivate staff	Application/ Interview Application/ Interview Application/ Interview		Application/ Interview

	13	Good negotiating skills	Application/ Interview		
	14	Ability to work on own initiative	Application/ Interview		
	15	High level communication skills – oral, written and IT	Application/ Interview		
	16	Excellent organisational skills	Application/ Interview		
	17	Good interpersonal skills	Application/ Interview		
	18	Able to keep calm in difficult situations	Application/ Interview		
	19	Able to work effectively and efficiently	Application/ Interview		
	20	Ability to build good relationships with students, staff and suppliers	Application/ Interview		
	21	Flexible approach to work	Application/ Interview		
Other	22	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults and suitability to work with children/ vulnerable adults	Application/ Interview		
	23	Commitment to college policies i.e. Health & Safety, Equality & Diversity, Inclusion and Quality Assurance	Application/ Interview		
	24	DBS Check acceptable to college will be undertaken for successful applicant	Appointment		