

Careers Manager

Job Ref:	CMF19
Closing Date:	12 Noon, on Friday 22 nd March 2019
Department:	Careers
Salary/Grade:	Point 33, £26,330 (£18,147.45-£22,684.31 payable per annum), to Point 35, £28,090 (£19,360.49- £24,200.62 Payable per annum) depending on experience and hours negotiated.
Contract:	Established, 28.8-36 hours per week (negotiable), Term Time Only, plus 2 additional weeks to be worked over the examinations results period.
Responsible for:	Careers delivery across College
Start Date:	Thank you for your interest in the above post, which is to be taken up as soon as possible
DBS:	Carmel College has a commitment to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced Disclosure Clearance through the Disclosure & Barring Service.

Careers

The aim of the Careers team is to provide students, potential students, and employers, with an outstanding careers service to assist our students to plan for their economic and educational future. This is achieved by providing access to information resources, impartial individual guidance, and, once enrolled at the College, a range of activities designed to develop skills for employability and decision-making.

The Careers team consists of a Careers Manager, a Work Experience Coordinator, a Careers Advisor(s), and a Shaping Futures (MCOP) Advisor. The College Personal Achievement Tutors will deliver skills development and careers activities, and the Careers team will maintain links with curriculum areas to ensure labour market information is up to date.

The Careers team will provide students with:

- Free information about what the College offers.
- Impartial guidance based on individual learning needs.
- Interviews to discuss future plans and potential career paths.
- Ongoing access to careers guidance throughout their time at Carmel.
- Access to on-line careers information resources.

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- Help with answering careers enquiries as these arise.
- Activities and talks designed to identify and develop their employability skills, and make informed decisions about their futures.
- Access to careers guidance and information about progression options, such as higher education, apprenticeships and employment opportunities.
- Help with making applications.



Careers Manager

Reporting to:	Assistant Principal Curriculum
Responsible for:	Careers delivery across College

JOB DESCRIPTION

All staff must make a positive contribution to:

- the Catholic ethos of the College;
- the College Equality & Diversity Policy;
- the pursuit of excellence and the highest standards of quality in all aspects of College life;
- their own professional development, in accordance with the needs of the College.

Responsibility, in conjunction with the Principal, for duties commensurate with the following:

- To lead the College careers provision and to develop, and quality assure, all careers education and guidance activities.
- To lead members of the Careers Team, and line-manage the Work Experience Coordinator. To ensure that members of the team pursue professional development opportunities.
- To lead the College response to the government's career strategy and its adoption of the Gatsby Career Benchmarks.
- To ensure that careers education and guidance at Carmel continues to meet the Matrix Standard, a nationally recognized mark of quality.
- To liaise with, and provide training for, the Personal Achievement Tutors (PATs) in respect of careers education and guidance, and to ensure that the PAT groups are provided with relevant information including UCAS, conferences, open days, and employment opportunities as they arise.
- To lead the administration of, and be responsible for, the colleges UCAS application process.
- To contribute to the development, implementation and monitoring of the College's employability programme to improve student's awareness of the world of work and prepare them for the workplace.

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- To organise workshops on career issues using outside agencies, and to organise visits to Higher Education establishments and vocational areas.
- To ensure that all visiting Careers Advisers are provided with appropriate support to enable them to carry out their work effectively.
- To give, and ensure the provision of, individual careers advice and guidance throughout the year to students, parents/guardians, and staff. To provide support during Open Nights, Interview Nights, Enrolment day(s) and during the results period in August.
- To ensure that all students with an Education Health and Care Plan (EHCP) receive suitable impartial careers guidance.
- To work closely with the College Head of High Achievers in supporting applications to Oxbridge and other selecting universities. To provide and assist with mock interviews as requested.
- To have a strategic overview of Work Experience in the college and to ensure that policy and procedures are developed, implemented and evaluated.
- To ensure that all careers resources are kept up to date and that the careers environment is distinctive and stimulating for students.
- To maintain and develop the careers Connect site within the College VLE.
- To be responsible for the self-assessment report and development plan for the careers provision. To develop, monitor and revise documentation related to careers, and to collect and analyse data in support e.g. leavers information, student destination data, student voice.
- To adhere to College policies e.g. Health and Safety, Equal Opportunities, Information Security Management, Finance and Business.

PERSON SPECIFICATION		Careers Manager	
All staff must make a positive contribution to: <ul style="list-style-type: none">the Catholic ethos of the College;the College Equality & Diversity Policy;the pursuit of excellence and the highest standards of quality in all aspects of College life;their own professional development, in accordance with the needs of the College.			
	Essential	Desirable	How Identified
Relevant experience	<ul style="list-style-type: none">Experience of delivering impartial information, advice and guidance within an educational settingExperience of working with learners to raise their aspirations, supporting them into positive destinations, such as university and employmentExperience of supporting underrepresented groups through the effective delivery of careers adviceKnowledge/Understanding of the barriers that can affect young people (LAC, YC, specific learning difficulties...)	<ul style="list-style-type: none">Have a record of contribution to the wider school / college communityHas experience of delivering careers guidance to 16-19 students.	<ul style="list-style-type: none">Application Form/CVInterviewReferences
Qualifications / Education and Training	<ul style="list-style-type: none">Educated to degree level, or equivalentLevel 6 Diploma in Career Guidance and DevelopmentEvidence of CPD	<ul style="list-style-type: none">Postgraduate qualification in careers guidance (DipCG/QCG)	<ul style="list-style-type: none">Application Form/CV
Knowledge/ Skills & Personal Qualities	<ul style="list-style-type: none">Display enthusiasm, dynamism, energy and commitmentBe able to work with others to achieve the further development of the college, ie. the maintenance of Ofsted’s “outstanding” college statusAbility to motivate people as members of a teamHave a clear vision for the future development of the careers provision and show commitment to continuous quality improvementCreative thinking/problem solving with the ability to work autonomously and proactivelyStudent-centred outlook with a commitment to involving students in the design and delivery of careers activityExcellent communication/presentation skillsExcellent organisational and planning skillsAbility to meet deadlines and to work under pressureCommitment to the ethos of the college		<ul style="list-style-type: none">Application Form/CVInterviewReferences

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	<ul style="list-style-type: none"> • Commitment to equality and diversity • Ability to form and maintain appropriate relationships and personal boundaries with young people • Emotional resilience when working in challenging situations • Good record of attendance and punctuality 		
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