ITCHEN COLLEGE  
JOB DESCRIPTION

**Post Title:** **Progression Support and Careers Adviser**

**Grade: SCP Range 11-13**

# **Reporting to: Head of Student Support**

**Job Summary:**

To promote and provide progression support for young people that attend the College. This would include 1:1 and group provision where applicable plus contributions to the Tutorial programme to further promote all progression routes to include higher education, apprenticeships, employment and gap year opportunities. Providing Careers advice sessions would also be central to the role.

Developing a programme of activities, workshops and events that actively promote all progression routes and engages young people to be proactive in their progression journey.

**Key Responsibilities:**

Lead on the development of activities, programmes, and events to support positive progression outcomes.

Lead on the UCAS application process within the College to develop and maintain a strong platform for students to

Liaise with partner institutions, local employers, councils and charities as appropriate to identify opportunities for progression for students.

Provide small group and/or 1-2-1 support to enable students to participate in education and employment initiatives offered by, partner HEIs, further education colleges, training providers, charities, and employers.

Create and deliver presentations and workshops to students and their key influencers about progression opportunities.

Provide 1:1 additional support to students with HE and apprenticeship applications.

To proactively build and maintain relationships with staff within the college to promote and deliver progression advice and opportunities relevant to Itchen College students.

Provide Careers Education Information, Advice and Guidance to all students as part of a wider Careers Strategy.

Provide CV and application writing support via workshops or 1:1 activities.

Develop activities, programmes and events to improve Employability skills as part of the wider curriculum.

Support the Safeguarding Team in promoting student welfare and contributing to a safe and supportive college environment.

To act as one of the team of student advisers in Student Support, dealing with student queries, attendance letters, replacement lanyards and Securus monitoring.

To promote and support the safeguarding and welfare of children and vulnerable adults you come into contact with.

Any other duties/responsibilities which are reasonably requested within the scope of the post