

Head of Careers and Employment Courses

Job Description

Purpose of the Post

To be responsible for the strategic and professional leadership of the service, ensuring that strategies are in place to deliver the best employment outcomes for our students and apprentices.

To support the ongoing development and the implementation of our adult education courses including workstart and apprenticeships, so that the highest impact and best employment outcomes are achieved.

To deliver outstanding support and opportunities for our students and promote our students success.

To provide leadership, develop courses, and allocate resources, in line with the College statement of intent and core principles.

To manage a staff team that work across different College centre locations, which currently include the regions of Sutton, Kingston, Lambeth/Southwark and Hillingdon.

The Head of Careers and Employment courses will be required to visit these regions on a regular basis.

The Head of carers will have responsibility for a departmental budget for staff, learning resources, accredited courses ranging from Entry 2-Level 2, overseeing the internal verification of portfolios and staff development.

The Head of Careers and Employment courses courses will work under the supervision of the principal to lead the staff team in the provision of high quality education within the remit of the policies adopted by governors.

The Head of Careers and Employment courses will actively seek to promote the work of the College in order to maintain its high reputation.

Reporting Relationships

The Head of Careers and Employment courses will report to the Assistant Principal of College.

Functional Links

The Head of Careers and Employment courses will be expected to work in collaboration with allied professionals and to maintain links with a variety of bodies. These will include:

- Students and their carers and advocates

- Other professionals working with students
- Education Departments
- Community Services
- Employers
- Voluntary bodies
- Stakeholders

Duties and Responsibilities

In conjunction with the Principal, Deputy Heads and Assistant Principal of College, the Head of Careers and Employment courses will be responsible for:

- Leading, managing and developing our staff so that they are equipped to deliver our employability targets. This will include daily organisation, timetabling and monitoring, mentoring, training, supervision and support of staff.
- Performance Review of staff.
- Ensuring that appropriate management, staffing and other structures are in place to enable the Employability courses to deliver and develop a high quality service.
- To have good knowledge of supported internship and apprenticeships programmes.
- Leadership and development of appropriate curriculum and courses for employment opportunities ensuring that learning experiences are organised to support the development of the individual student.
- To work alongside the exams officer to enter students for external qualifications, and ensure that, the correct procedures are in place and being followed.
- To be responsible for co-ordinating the marking of Functional Skills papers from Entry 2- Level 2.
- Utilise technology to maximise the development of employability skills throughout the student journey.
- Demonstrating a commitment to the safeguarding of children and vulnerable adults.
- Have a clear understanding of the Gatsby Benchmarks
- Ensure budgets are managed effectively maximizing any sources of income available to contribute to costs.

- Responsible for monitoring the delivery of provision to ensure that delivery complies with the schedule agreed with the funding body and course outline/awarding body.
- Effective assessment, recording and reporting of student progress.
- Comply with Data Protection requirements in all working practices, and maintain confidentiality, as necessary.
- Lead on compliance with policies and procedures relating to work placements and apprenticeships.
- Planning, co-ordination and implementation of training workshops as required.
- Establishing and maintaining external relationships; ensuring they are appropriate, monitoring, feedback and quality monitoring processes in place of external communications systems with carers, professionals and others, and that these are used to inform current practice.
- Leadership of internal and external meetings to include:
 1. Staff meetings
 2. Support meetings
 3. External verification
 4. Employer reviews
 5. EHCP reviews
- Contributing to the identification of objectives for the continued development of the College.
- Participation in appropriate continuing professional development and staff development opportunities to up-date or develop new skills.
- The promotion of and compliance with policies adopted by Orchard Hill College Governing Body, e.g. Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
- Undertaking such other duties of a similar nature as required by the Principal.

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Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. *You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.* If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Experience

1. Qualified Teacher Status or a willingness to undertake.
2. Significant experience of good/outstanding teaching of students who have learning disabilities and /or barriers to learning at Entry Level up to Level 2.
3. Significant experience and knowledge of supported internships and Apprenticeships.
4. Significant leadership and management experience.
5. Strong knowledge and experience of supporting young people to make a transition into work and sustaining employment.
6. Experience of strategic and operational planning.
7. Experience of developing and sustaining relationships with external partners, employers and businesses.
8. Experience of effective budget planning.

Abilities, Skills and Knowledge

9. Able to plan and lead curriculum initiatives in accordance with changing demands.
10. To have excellent understanding of accredited courses, particularly with an Employability focus.
11. To have excellent understanding of apprenticeships standards and framework
12. To have experience of delivering Functional skills at Entry 2-Level 2 and good knowledge and understanding of Functional skills examination process and internally verifying Functional skills exams.

13. Excellent knowledge and understanding of issues relating to work experience placements, work trials, volunteering placements in a variety of sectors and employment support techniques.
14. Able to manage and implement appropriate assessment, objective setting, recording, reporting and evaluation of educational accredited programmes.
15. Able to manage, direct and monitor a staff team.
16. Able to demonstrate a commitment to the safeguarding of children and vulnerable adults, acting as designated officer when required and be supportive of others in pressurized environments
17. Able to develop curriculum, training and awareness raising presentations, workshops and materials both internally and externally and for other professionals.
18. Able to manage departmental budgets for learning resources and staff development.
19. Knowledge of relevant legislation including employment legislation, immigration regulations and Data Protection requirements.