

Job title	Careers Leader
Salary	Spine point 19 £35,268 to Spine point 21 £37,264 inclusive of the Inner London Weighting Allowance (Sixth Form Colleges' Pay Scale for Support Staff)
Reports to	Student Services and Support Manager

Purpose of the job

To design, implement and evaluate the whole-college Careers Education, Information, Advice and Guidance (CEIAG) Policy. To make sure that the College meets the Gatsby Benchmarks by the end of 2023 and beyond. To work towards and achieve the Quality in Careers Standard by the end of 2024.

Main duties

- 1) Lead a team of careers administrators, external partners and others who deliver career guidance.
- 2) Advise the College Management Team on policy, strategy and resources for career guidance and showing how they meet the Gatsby Benchmarks.
- 3) Review and evaluate career guidance, providing information for College development planning, Ofsted and other purposes.
- 4) Prepare and implement a careers programme and ensure that details of the careers programme are published on the College's website, including the publication of the policy statement of provider access.
- 5) Understand the implications of a changing education landscape for career guidance, e.g. technical education reform.
- 6) Ensure compliance with the legal requirements to provide independent career guidance
- 7) Ensure access is given to providers of technical education or apprenticeships to all college students
- 8) Monitor the delivery of career guidance across the eight Gatsby Benchmarks, using the Compass evaluation tool.
- 9) Support tutors, providing initial information and advice.
- 10) Manage the provision of career and labour market information.
- 11) Develop effective links with employers to build a diverse range and volume of work placements that will provide worthwhile work experience to students.
- 12) Liaise with tutors, managers and the SENDCo to identify students needing guidance.
- 13) Refer students to Careers Advisers.
- 14) Work with Curriculum Managers to coordinating encounters with employers and work experience for students
- 15) Evaluate and report on the work placement and experience service, providing any recommendations for its development as necessary.
- 16) Explore potential external partners for future development of the service.
- 17) Lead and monitor UCAS provision

Person Specification

Skills/ability/experience	Essential	Desirable	On start
Qualifications			
Good standard of literacy – GCSE English (A-C) or (4+)	✓		✓
Good standard of numeracy – GCSE maths (A-C) or (4+)	✓		✓
Level 6 Careers Qualification	✓		✓
Capable of working to level 7 standard	✓		✓
IT proficiency and skills			
Proficiency in Microsoft Word	✓		✓
Proficiency in Microsoft Excel	✓		✓
Able to communicate succinctly by email	✓		✓
Employment related skills			
Excellent organisational skills	✓		✓
Able to communicate effectively with students	✓		✓
Good customer skills (including respect/ communication/ helpfulness/ presentation)	✓		✓
Good attention to detail and high level of accuracy	✓		✓
Ability to work effectively as a member of a team	✓		✓
Ability to create and follow administrative processes	✓		✓
Openness to learning	✓		✓
Specific skills for the role			
Experience of managing Erasmus/Turing funding		✓	
Work within schools or with young people in an advisory role	✓		✓
Experience of managing UCAS	✓		✓
Coaching and mentoring skills		✓	
Ability to manage, and prioritise extensive workload	✓		✓
Awareness and understanding of SEN	✓		✓
Commitment to Equal Opportunities	✓		✓
Enjoy working with young people	✓		✓
Ability to network	✓		✓
Experience of implementing a programme of work placements	✓		✓

