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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Careers Education & Guidance Lead

**Department:** Student Experience

**Hours:** 37 hrs per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Student Experience Manager

**Reports:** Careers Advisor

**Salary / Scale:** Support Spine - Band 9 £30,203.00 - £34,022.00 per annum

**Date of Issue:** September, 2024

**Organisation Chart:**

CEIAG (Careers) Lead

Careers Advisor x2

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1. **Aims and Purpose of the Post**
   1. To lead on the creation, implementation and delivery of the organisation careers strategy providing impartial careers related education and guidance to students complying with the Gatsby Benchmarks of good practice.
   2. To ensure a good standard of 121 support is given to students across College in line with the annual intervention targets.
   3. The development of careers resources appropriate to the needs of Moulton College students.
   4. The promotion of careers services to all stakeholders (staff, students, employers and parents/guardians).
   5. To maintain the Matrix accreditation and proactively lead on any new careers accreditations.
   6. Organise and run a full range of onsite careers activities (including the annual careers Fair) to offer informed choice to students and ensuring the events are inclusive to students’ needs.
   7. Ensure relevant data is being recorded to allow for meaningful analysis on the impact of Careers Education Information and Guidance (CEIAG) on the student outcomes, with a view to regular self-assess using the Compass assessment to support working towards the Gatsby Benchmarks.
   8. Contribute to the implementation of the College Strategic aims, as directed by the Student Experience Manager to enhance student employability, and work in close collaboration with curriculum and support staff to ensure an excellent student experience is maintained at all times.
2. **Specific Responsibilities**
   1. To create and deliver a variety of careers related activities and workshops to groups of students cross College working with individual curriculum areas to meet the needs of the students.
   2. To provide 1 to 1 careers advice and guidance to individual students that supports their understanding of the importance of developing employability skills, this includes HE, Apprentice’s and SEND students.
   3. To support curriculum staff in the delivery of the cross College careers offer.
   4. Host masterclasses to students within the Careers Hub in conjunction with the curriculum Head of School and the curriculum need.
   5. To develop resources to support the delivery of careers education to students of all abilities at the college.
   6. To provide initial advice and guidance to potential new students at open events, transition events and on demand where the need arises.
   7. To provide exit interviews to all students moving on from College to offer impartial and informed choices.
   8. To liaise with external organisations as appropriate to support the development and delivery of the careers offer.
   9. To work with teaching and business support colleagues to design and deliver cross-College careers employability workshops that reflect the latest LMI (Labour Market Information) and promote areas of opportunity.
   10. Lead cross College activities such as the annual careers fairs, national careers week, national apprenticeship week, induction and enrolment to ensure an excellent and informative experience for students including employer engagement opportunities.
   11. Prepare and deliver, with support from Careers Advisors, bespoke employability workshops (mock interviews etc.) ensuring a cycle of review and feedback that informs development.
   12. Make and maintain network contacts that enable the service to engage with employers, and other stakeholders for careers talks.
   13. To be an active lead with the SEMLEP Careers Leaders groups, relaying current information and themes to the Student Experience Manager.
   14. To build and maintain a full calendar of career events and activities for the student body to engage with and to promote the Careers service internally via all platforms and meetings.
   15. Oversee the UCAS application process in conjuction with the Level 4 IAG Careers Advisor.
   16. Deliver any relevant training cross College to curriculum areas in relation to CEIAG.
   17. Keep the CRM and other relevant databases up to date with employer interactions.
   18. Keep own records and update all relevant systems with careers information that ensures all staff have a full view of the student’s ambitions.
   19. Keep up to date with all reporting requirements within CEIAG and ensure deadlines are met.
   20. Contribute to governors reports, through providing statistics and information to support the reports in a timely manner.
   21. To collect and present data related to careers activities for internal use and for external quality assurance activities such as the Gatsby Benchmarks.
   22. To maintain up to date knowledge in relation to changes in the careers guidance landscape, cascade this effectively to relevant colleagues and keep policies and procedures updated.
   23. To line manage the Careers Advisors in line with College policies and procedures.
   24. To work closely with the other Level 4 CEIAG Advisors to ensure all 1 to 1’s are effective for the student needs, offering advice to the Level 4 Advisors on the next steps for some students.
   25. To attend day and evening meetings, courses etc. considered to be of benefit to the College and the individual.
   26. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   27. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   28. To manage student conduct in accordance with College policies.
   29. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   30. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   31. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   32. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

33 days\*\* holiday (inc bank/public holidays) 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering Cycle to Work Scheme (subject to conditions)

High Street Discount Scheme Enhanced Maternity & Paternity Benefits

Opportunity for annual volunteering day

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Careers Education & Guidance Lead** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Level 6 Careers Advice and Guidance recognised qualification | X |  |
| Level 3 Teaching Qualification |  | X |
| Commitment to and evidence of CPD | X |  |
| Driving License (some travel across sites including to Higham) | X |  |
| **Experience & knowledge** |  |  |
| Proficient IT user including Microsoft Office | X |  |
| Experience of providing careers education and guidance in individual or small group settings | X |  |
| Experience of working with young people of varying academic abilities |  | X |
| Experience of organising successful cross-college events | X |  |
| Experience of working in Further Education |  | X |
| Excellent customer service skills |  |  |
| Experience of working with external agencies to guide and support careers education advice and guidance |  | X |
| Knowledge and experience of business administration procedures in terms of keeping accurate records, producing reports and statistics and working to targets and deadlines | X |  |
| Line Management experience |  | X |
| Experience leading the CEIAG strategy within Careers Education |  | X |
| Excellent communication skills both written and verbal | X |  |
| Experience of achieving quality standards |  | X |
| **Personal Attributes** |  |  |
| Ability to adapt activities to meet changing priorities or short timescales | X |  |
| Ability to present complex information in a variety of formats for different audiences | X |  |
| Strong communication skills with the ability to liaise with a variety of people at different levels. | X |  |
| Proven ability to generate buy in from others to achieve goals | X |  |
| Ability to build positive, professional relationships with young people | X |  |
| Excellent team player | X |  |
| Organised with good attention to detail | X |  |
| Confident public speaker |  | X |
| Able to work on own initiative as well as under direction |  |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Working knowledge of policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.