**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD**  |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Careers Team Leader (Careers Lead)  | Careers |
| **SALARY** | **BENEFITS** |
|  Band 5 £33,587 - £38,146 per annum, relating to qualifications and experience | Local Government Pension Scheme31 days holiday plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Assistant Principal – Centres and Partnerships  | Careers Advisors,  Responsibility for the co-ordination of IAG officers in centres   |
| **KEY TASKS AND RESPONSIBILITIES** |
| To effectively co-ordinate, develop and deliver a high-quality Careers Education, Information, Advice and Guidance service across the College to assist students to make education, training and occupational choices and to manage their careers; supported by a team of Careers Advisers and IAG Officers.  The job will include working with individuals and groups of staff and students, ensuring that they all receive appropriate support on a range of topics including Higher Education, UCAS applications, apprenticeships, funding etc; The ability to offer advice and support; developing links, and promoting the College to a growing number of external organisations are essential whilst working positively and enthusiastically with College staff and learners on the growing Careers and IAG frameworks, with a key focus on the achievement of the Gatsby Benchmarks, Careersmark and others across the College.     The purposes of the post are to operate as the Careers Team Leader to co-ordinate and promote Careers, information, Advice and Guidance. To Line manage Careers Advisors to ensure the delivery of quality career advice and guidance services to students and staff, and to provide information, advice and guidance on key support areas.    The Careers Team Leader works to standards set out by the Gatsby Benchmarks, with an awareness of the outcomes of the new CDI Framework (April 2021). The role ensures that the College is meeting the requirements of the DFE Statutory careers Guidance and Access for Education and Training Providers (January 2023), and is adhering to the legal duty to ensure that all students can hear from a range of local providers about opportunities they offer as set out in the Baker Clause, and reinforced through the White Paper – Skills for Jobs: Livelong Learning for Opportunity and Growth (January 2021).  |
| **DUTIES** |
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| To work with the Assistant Principal – Centres and Partnerships to deliver an outstanding CEIAG service across the organisation.      To research guidelines and legislation; lead in the development of draft policies and procedures for areas of Careers activity, in discussion with line manager, ensuring the College is meeting the requirements of the DFE’s latest ‘Statutory Careers Guidance and Access for Education and Training Providers’. Also, continuously promote the College and its courses to the communities and related organisations in the North West and develop and maintain active links with relevant organisations. Also, the effective and efficient delivery of student services throughout the College is required. The services must be readily available throughout the academic year and students and staff must be encouraged to make use of the facilities and services provided.   To ensure the provision of a professional, customer focussed service on Open Events and Applicant Days, so that potential students receive appropriate and timely advice and guidance in line with individual requirements to promote the services of the College.    Liaise with the quality team to gather accurate data and analysis of Careers information, including destination and careers issues arising across College. Accurate presentation of data and analysis to support further developments and improved quality of provision.     Responsible for the action required and tracking the progress of the Gatsby Benchmarks for the College using the Compass evaluation tool.  Be responsible for, lead and co-ordinate the re accreditation of the Careers Mark Quality in Careers Standard Award.   Be an active member Careers / IAG Strategy Group, provide information and reports as appropriate. Support the work of the group and help organise events and activities identified and/or agreed by the group. Professional representation at internal and external meetings and activities.    This job will require the post holder to work some weekends and evenings. The post holder will also require a driving licence to enable them to work from other campuses across the North West. Provide services to current students and staff, involving tasks as agreed with the Assistant Principal and to include:    * The line management of Careers Advisers with responsibility to co-ordinate the work of other IAG officers who have a role in the delivery of career advice and guidance services in other centres.
* Monitoring and contributing to the delivery of L6 Qualified impartial careers guidance to students across all campuses (Preston, Witton, Warrington, LCCC Manchester, UCC and Croxteth) especially 14-16, and vulnerable groups including students with an EHCP.
* Maintaining and monitoring the recording of careers interactions and activities using college systems to provide statistical information on the usage of the service and data for Gatsby benchmarking, whilst working within the guidelines of confidentiality and data protection.
* Designing and developing a programme of careers related activities and workshops to be delivered to students across the curriculum in all centres including 14-16 programmes, Foundation Learning, FE, Apprenticeships and HE.
* Coordination responsibility for IAG staff at other centres.
* Leading the delivery of CPD to all staff in three key areas. MyFuture, Careers IAG and UCAS.
* Leading the organisation of career activities at key times in the year eg National Careers Week and other key events such as the annual all college Careers Fair - My Future EXPO.
* Writing the annual Careers Self-Assessment Report.
* MyFuture Strategy Developments and producing marketing documents for the website, including the research, development and production of careers related publications and materials for parents, staff and learners to develop their understanding of progression pathways and careers planning in relation to the college’s offer.
* Co-ordination of Careers meetings across all campuses
* Recruitment of Career Champions representing curriculum areas and centres across College.
* Training and supporting new teaching and support staff on the career learning programme.
* Updating the College intranet, Canvas VLE and website as required to maintain accuracy of information and promote a comprehensive quality careers IAG service.
* Coordinating job vacancies and development opportunities for students across campus
* Lead on the team’s strategy to liaise with employers and other organisations regarding the promotion of college career events and opportunities for students whilst maintaining records using Dynamics 365.
* Coordination of external services related to Careers for example, the National Careers Service, Inspira, Employers, Uni Connect, New Directions, Connexions.
* Management of Careers resources for all centres and reporting on the use of digital platforms eg Xello, Start
* To update CPD to remain a member of the Career Development Institute Professional Register of Careers Professionals, as required.
* Management and reporting of Student UCAS Applications.
* Developing and maintaining effective liaison with universities, training and educational providers to inform and advise learners on progression pathways, adhering to Provider Access legislation.
* Co-ordinate careers team delivery at Open Events and Applicant days to provide a professional, customer focussed service so that potential students receive appropriate and timely advice and guidance in line with individual requirements to promote the services of the College.
* Obtain feedback from students, staff, parents and employers about the College's Careers Programme to inform future planning and career activities.
* To develop and increase participation in the Myerscough award, monitoring student achievement across all levels, curriculum areas and centres.
* Ensuring systems are in place to monitor and evaluate the continuous quality improvement of personal guidance given by college Career advisors to ensure that leaners receive a high quality service.

 Effective collaboration with external agencies, such as the National Careers Service is required, and the development of services to 14-16, vulnerable groups including students with an EHCP, and 16-18 year-old students is a priority.UCAS on-line applications should be actively promoted to Further Education students.    Actively promote careers services amongst College staff to ensure the best possible liaison between teaching staff and the careers team. This will include the promotion of the services on the staff intranet and the student intranet and within tutorials.    Liaise with student service sections in all partner universities and other educational establishments with which the College collaborates.    |
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| **DUTIES** |
| You will be a role model and promote the College values:   * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making.
* **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.
* **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.
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| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  |
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| **DUTIES** |
| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I)Have a sound understanding and appreciation of equality issues, legislation etc.  (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| Good standard of Further / Higher education  (A)  Microsoft Word and Excel, Office 365 package (A)  Qualifications AND experience in Careers guidance (A) Post Graduate Diploma in Careers Guidance (or equivalent) A  GCSE English and Maths at Grade C/4 or above (or an equivalent standard(A/I) or willing to work towards L2 achieving within 12 months of starting.   | Level 6 Careers / IAG qualified to meet with CDI requirements.   Knowledge of Further,  Higher Education and Apprenticeships establishment and procedures  (A)  Knowledge of College computerised systems  (A)  Experience of Careers Software  (A)  Management qualification (A)  |
| ***General Intelligence*** |
| Logical thinker and good problem solving skills  (A/I) Methodical working practices  (A/I) Ability to use common sense  (A/I) Capable of working with minimal supervision  (A/I)  | Good understanding of the education system and future developments  (A/I)  Good understanding of the Gatsby Benchmarks and Compass Evaluation Tool (A/I)  |
| ***Special Aptitudes*** |
| Ability to undertake multiple tasks working to deadlines  (A/I) Accuracy to details  (A/I)  | Ability to work with a wide range of College staff in the development of validation and approval documents  (A/I)  |
| ***Interests*** |
| Interest in the work of students and ways in which College administration can improve the student experience  (A/I)  | Empathy with education (A/I) |
| ***Disposition*** |
| Good interpersonal skills with all levels of staff  (I) Good communication skills with all levels of staff  (I) Friendly and approachable  (I) Person centred approach  (I)  Able to use own initiative  (I) Team player  (I)  |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability and willingness to work flexibly (I)Possess a current driving licence or willing to travel as required by other means (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Careers Team Leader  (Careers Lead)   | Careers |
| **SALARY** | HOURS OF WORK |
|  Band 5 £33,587 - £38,146 per annum,  relating to qualifications and experience  | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 31 days holiday, plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal | Local Government Pension Scheme Employee Contribution Rate (as at 1 April 2024) (based on actual NOT FTE)  Contribution rate %  Up to £17,600                     5.5% £17,601 to £27,600          5.8% £27,601 to £44,900 6.5% £44,901 to £56,800 6.8% £56,801 to £79,700 8.5% £79,701 to £112,900 9.9% £112,901 to £133,100 10.5% £133,101 to £199,700 11.4% £199,701 or more 12.5% 20.2% Employer You will automatically become a member of the LGPS  |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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