**JOB SPECIFICATION**



|  |
| --- |
| **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. |

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Careers Advisor (Apprenticeship Position) | Careers |
| **SALARY** | **BENEFITS** |
| Band 3 - £24,834 - £28,549 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** |
| Careers Team Leader | N/A |
| **KEY TASKS AND RESPONSIBILITIES** |
| The post covers the delivery of Careers Guidance 1:1 sessions and tutorials, across all of our curriculum, and across centres, The post will include providing up-to-date career information and advice in a range of mediums for a range of audiences, including digital media and resources for stakeholders, employers, parents and carers, and updating intranet pages and MyFuture Canvas VLE for staff and students. 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 and Careersmark quality standards across the College.The purposes of the post are to work closely with the Careers Team Leader to ensure that all targets around the delivery and promotion of Careers, information, Advice and Guidance, are achieved. To deliver quality services to students and staff and provide information, advice and guidance on key support areas.This is an Apprenticeship position where the postholder will work towards the Level 6 Career Development Professional Apprenticeship Standard. |
| **DUTIES** |
|  |
| To work with the Careers Team Leader to develop, deliver and track all Careers activities across the College and centres. Ensuring best practice is developed, delivered and sustained to meet Gatsby benchmarks and Careers Mark quality standards. The post covers the delivery of Careers Guidance 1:1 sessions and tutorials, across all of our curriculum, and across centres. The post will include providing up-to-date career information and advice in a range of mediums for a range of audiences; including digital media and resources for stakeholders, employers, parents and carers, and updating intranet pages and MyFuture Canvas VLE for staff and students. 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 Apprenticeship 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, such as CDI, with a key focus on the retention of the Gatsby Benchmarks and Careers Mark quality standards across the College. The key purposes of the post are to work closely with the Careers Team Leader to ensure that all targets around the delivery and promotion of Careers, information, Advice and Guidance, are achieved. To deliver quality services to students and staff and provide information, advice and guidance on key support areas.Provide services to current students and staff, involving tasks as agreed with the Careers Team Leader Careers Leader and to include: * Delivery of L6 Qualified Impartial Careers guidance to students across all campuses and all centres (Preston, Witton, Warrington, LCCC Manchester, UCC and Croxteth), especially 14-16 and vulnerable learners, including those with an EHCP.
* Record all career interventions on college systems as required, including writing careers action plans.
* Deliver a range of careers related activities and workshops to students across the curriculum in all centres including 14-16 programmes, Foundation Learning, FE and HE.
* Deliver CPD to all staff in three key areas. MyFuture, Careers IAG and UCAS.
* Supporting 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* Contributing to 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.
* Input as required to Annual Careers Self-Assessment Report with the Careers Team Leader.
* Input into MyFuture Strategy Developments and marketing documents for the website
* Contribute and input to Careers meetings across all campuses and recruitment of Career Champions across curriculum areas and centres.
* Assist the training and support of new teaching and support staff on the career learning programme as required
* Support in developments on Canvas updates, staff and student Intranet
* To update CPD to remain a member of the Career Development Institute Professional Register of Careers Professionals, as required
* Track and report on Student UCAS Applications.
* Liaising with employers and other organisations regarding the promotion of college career events and opportunities for students whilst maintaining records using Dynamics 365.
* Liaising with universities, training and educational providers regarding the promotion of college career events and opportunities for students, as discussed and agreed with the Careers Team Leader.
* Attending 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.
* Encouraging student participation in the Myerscough Award across all levels, curriculum areas and centres.

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 promoteCareers 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 in tutorials.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 regularly work at other campuses across the North West. |
|  |
|  |

|  |
| --- |
| **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.
 |
| 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.  |
|  |
|  |
|  |

|  |
| --- |
| **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. |
|  |

**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

|  |  |
| --- | --- |
| **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)Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** |
| Good standard of Further Education  (A) Microsoft Word and Excel, Office 365 package (A) Experience in Careers guidance and willing to upskill to Level 6 on starting the job (via completion of the Apprenticeship programme).  GCSE English at Grade C/4 or above (or an equivalent standard) or willing to work towards Level 2 achieving within 12 months of starting post (A/I)  | Knowledge of Further, Higher Education and apprenticeships establishment and procedures (A)Knowledge of College computerised systems (A)Experience of Careers Software (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  (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**

|  |  |
| --- | --- |
| **JOB TITLE** | **AREA OF WORK** |
| Careers Advisor (Apprenticeship Position) | Careers |
| **SALARY** | HOURS OF WORK |
| Band 3 - £24,834 - £28,549 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**

|  |
| --- |
| 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
 |