**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Careers Advisor | Careers and Work Placements |
| **SALARY** | **BENEFITS** |
| Band 7: £18,758 to £26,674 per annum, rata, relating to qualifications and experience | Local Government Pension Scheme  26 days holiday rising to 31 days following 5 years’ service 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** |
| Reports to Careers Co-ordinator, and overall reports to:  Work Placement and Careers Manager and Careers 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 cross centres.  This will also involve working closely with the Careers Co-ordinator, covering all areas of MyFuture / Careers information, advice and guidance.  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 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 across the College.  The purposes of the post are to work closely with the Careers Co-ordinator 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. | |

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| **DUTIES** |
| To work with the Careers Co-ordinator to develop, deliver and track all Careers Guidance activities across the College and centres. This will also involve meetings to ensure best practice is developed, delivered and sustained, with the Work Placement and Careers Manager, who is the Careers Leader for the College.  The post covers the delivery of Careers Guidance 1:1 sessions and tutorials, across all of our curriculum, and cross centres.  This will also involve working closely with the Careers Co-ordinator, covering all areas of MyFuture / Careers information, advice and guidance.  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 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 across the College.  The key purposes of the post are to work closely with the Careers Co-ordinator 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 Manager & Careers Leader and to include:  • L6 Qualified Impartial Careers guidance to students across all campuses (Preston, Witton, Warrington, LCCC Manchester and Croxteth) and track on all College systems as required.  • CPD delivery to all staff in three key areas. MyFuture, Careers IAG and UCAS.  • Organisation of National Careers Week and annual all college Careers Fair  • Input as required to Annual Careers Self-Assessment Report with Careers Co-ordinator and also Careers Leader.  • Input into MyFuture Strategy Developments and marketing documents for the website  • Contribute and input to Careers meetings across all campuses  • Training and Supporting new teaching and support staff on the career learning programme as required by Careers Co-ordinator  • Support in developments on Canvas updates, staff and student Intranet  • To update qualifications to remain a member of the Career Development Institute and Career Advisers network  • Track and report on Student UCAS Applications.  Effective collaboration with external agencies, such as the National Careers Service is required and the development of services to 16-18-year-old students is a priority.  UCAS on-line applications should be actively promoted to Further Education students. |

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| **DUTIES** |
| Actively promote student services amongst College staff to ensure the best possible liaison between teaching staff and the student services team. This will include the promotion of the services on the staff intranet and the student intranet and in tutorials.  Liaise with student service sections in all partner universities and other educational establishments with which the College collaborates, as discussed and agreed with Careers Co-ordinator.  You 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. |
| 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)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Good standard of Further / Higher 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.  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) | Level 6 Careers / IAG qualified to meet with CDI requirements.  Knowledge of Further and Higher Education 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)  Not stressed by pressure (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) |  |

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| ***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 Advisor | Careers and Work Placements |
| **SALARY** | HOURS OF WORK |
| Band 7: £18758 to £26674 per annum,  relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday, rising to 31 days following 5 years’ service 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  Up to £14,600 pa 5.5% Employee  £14,601 to £22,800 pa 5.8% Employee  £22,801 to £37,100 pa 6.5% Employee  £37,101 to £46,900 pa 6.8% Employee  £46,901 to £65,600 pa 8.5% Employee  £65,601 to £93,000 pa 9.9% Employee  £93,001 to £109,500 pa 10.5% Employee  £109,501 to £164,200 pa 11.4% Employee  £164,201 or more pa 12.5% Employee  14.2% 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 Scheme  Should 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 £40.00 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 | |