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| **Job Description – Careers Co-ordinator (Stockton)** |  |

**Grade:** Sixth Form Colleges Support Staff Pay Spine Points 29 – 32

**Hours:** 21 hrs per week, term time only

Reporting to the Faculty Manager with responsibility for Progression, the Careers Co-ordinator will be responsible for the development and maintenance of an efficient and effective careers information, advice and guidance service throughout the college, co-ordinating services for students and supplementing them as appropriate.

In addition, the Careers Co-ordinator will be responsible for delivering the outcomes of the NCOP project until its cessation, improving progression to university from North East cold spots.

It is expected that this role will be worked over 3 days per week, including Friday, however, flexibility is important and actual hours will be negotiated to meet varying needs. Some evening work will be required as you will be expected to attend College Open Evenings and Parent Consultation evenings.

This role is based at the Stockton Sixth Form College site.

**Responsibilities:**

The post holder will:

1. liaise with outside agencies including Connexions, other education providers, industry and commerce, to ensure an effective and efficient careers information, advice and guidance service
2. co-ordinate careers services for students
3. provide students with appropriate information, advice and guidance on opportunities for personal or career development and progression on a group or one-to-one basis;
4. develop a programme of activities to improve students employability skills, such as; careers talks, workplace visits, mock interviews etc
5. collect and maintain a database of destination information

* take the lead on UCAS applications, providing up to date information, appropriate support on completing the process and giving appropriate guidance
* co-ordinate and manage AS to A2 progression through in year guidance for AS students;

1. manage, maintain and develop the careers library and disseminate careers information within the College in consultation with Faculty Managers and Progress Tutors
2. liaise with the Works Experience Co-ordinator on a regular basis particularly in respect of student referrals and organisation of talks to students by outside bodies
3. attend College Open Evenings, Parent Consultation Evenings and any other relevant evening meetings with students as required
4. be in college at the time of the summer examination results in order to provide advice and guidance to students

* manage and develop a careers site on a Learning Platform (for example Moodle) and setup and maintain interactive careers based resources on it
* maintain and develop a database for tracking/logging advice given to students
* working with selected partner schools to enhance existing careers advice
* Deliver the outcomes of the NCP{ project, including:
* Build relationships with local secondary schools in receipt of funds through the scheme
* Work with consortia partners to deliver sustained, progressive, intensive outreach activity to targeted cohorts of learners in the wards identified to fall within your purview
* Utilise funding as appropriate to deliver the aims of the scheme
* Participate in evaluations of the scheme

1. carry out such similar duties as may be required by the Principal, commensurate with the post.

This job description sets out the main responsibilities for the postholder, but is not intended to be an exhaustive list. Specific duties may change from time to time without changing the general nature of the post and the postholder is expected to be flexible in the range of responsibilities they undertake commensurate with the responsibility and salary

Signed………………………………………………… Date………………………

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| **Person Specification – Careers Co-ordinator (Stockton)** |  |

**Essential:**

* Level 4 professional qualification in careers guidance, or equivalent.
* At least three years’ relevant experience.
* Excellent people skills with the ability to relate to young people and adults
* Ability to continuously seek to develop and own knowledge of careers information and opportunities
* Excellent organizational skills
* Proven IT skills and excellent working knowledge of MS Office packages
* Proven ability to produce interactive careers based materials to enable students to make informed decisions about their progression and career opportunities
* Willing and able to work flexible and/or additional hours when required.
* Ability to communicate with students efficiently and maintain good working relationship with students
* Able to communicate effectively with all staff and external organisations
* Proven ability to build, maintain and develop strong working relationships with external organisations
* Able to work on own initiative and as part of a team
* Ability to remain enthusiastic at all times
* Strong team player
* Self confidence and maturity of outlook
* Ability to organise events.
* Tact, sensitivity and empathy
* Commitment to the sixth form college ethos
* Commitment to the provision of a quality service

**Desirable:**

* IT level 2 qualification
* Experience of providing careers guidance in an academic setting
* Proven experience of effectively building and maintaining a careers section on a Learning Platform.
* Local knowledge of the Stockton on Tees borough and educational landscape.