

**Grade:** Support Staff Pay Spine Points 29 – 32  
**Hours:** 22.5 hrs per week, term time only

Reporting to Faculty Manager i/c Careers, the Careers Advisor and Industry Placement Co-ordinator will be responsible for sourcing, arranging and maintaining industry work placements and promoting progression to Higher Education for students, especially those in Future Me 'cold spot' wards. You will have responsibility for conducting careers interviews with students, organising events related to progression in and outside of the college.

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.

You will be based at the Stockton site.

**Responsibilities:**

- build and maintain close links with industry and commerce to provide students with appropriate work experience opportunities
- work under the direction of the Deputy Faculty Manager to implement the industry placement capacity plan in line with funding received from the ESFA
- co-ordinate the monitoring and suitability of work placements in liaison with the Health & Safety Co-ordinator
- liaise with other Careers Advisors and other organisation to monitor local employment needs
- promote work experience opportunities throughout the College
- Develop and maintain a database of contacts and prepare reports on take up and success of work experience placements
- liaise with other education providers, industry and commerce, to ensure an effective and efficient careers information, advice and guidance service
- 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;
- manage, maintain and develop the careers library and disseminate careers information within the College in consultation with Faculty Managers and Progress Tutors
- attend College Open Evenings, Parent Consultation Evenings and any other relevant evening meetings with students as required
- 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
- 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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**Essential:**

- Professional qualification in careers guidance or at least three years' relevant experience.
- Excellent people skills with the ability to relate to young people and adults
- Proven ability to build, maintain and develop strong working relationships with external organisations including business, industry and commerce
- Able to communicate effectively with all staff and external organisations including business, industry and commerce
- Ability to continuously seek to develop and own knowledge of careers information and opportunities
- Excellent organisational 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 work on own initiative and as part of a team
- Self-confidence and maturity of outlook
- Ability to organise events.
- Tact, sensitivity and empathy

**Desirable:**

- Experience of providing careers guidance in a post-16 setting
- Proven experience of effectively building and maintaining a careers section on a Learning Platform.