

**Grade:** Support Staff Pay Spine Points 29 – 32  
**Hours:** 37 hours per week, term time only plus one week

Reporting to Faculty Manager, the Careers Co-ordinator will be responsible for the development and maintenance of an efficient and effective careers information, advice and guidance service across the college, co-ordinating services for students and supplementing them as appropriate. You will have responsibility for conducting careers interviews with students and co-ordinating work placement opportunities as well as organising events related to progression in and outside of the college.

In addition, you carry out liaison work with local secondary schools, specifically attending parents evenings and progression events.

Flexibility with working hours is important as some evening work will be required due to the expectation to attend College open evenings and parent consultation evenings, as well as parents evenings in schools.

You will be based at the Stockton site.

### **Responsibilities:**

- liaise with outside agencies including Youth Direction, other education providers, industry and commerce, to ensure an effective and efficient careers information, advice and guidance service
- co-ordinate careers services for students
- 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;
- collect and maintain a database of destination information
- manage the UCAS applications process, providing up to date information, appropriate support on completing the process and giving appropriate guidance
- 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 Moodle and setup and maintain interactive careers based resources on it
- maintain and develop a database for tracking/logging advice given to students
- co-ordination of liaison activities across all schools, including the logistics of materials and resources
- represent SSFC at progression fairs, parents evenings and other school events

- support the School Liaison Manager and FMs with school visits and presentations
- establish effective links with key progression personnel in schools
- co-ordinate the increased role of current students in events such as school visits and college open evenings.
- co-ordinate the monitoring and suitability of work placements in liaison with the Health & Safety Co-ordinator
- 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
- 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.....

**Essential:**

- Professional qualification in careers guidance (or willing to work towards one) 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
- Able to communicate effectively with all staff and external organisations
- 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.