

## Job Description

<b>Group Member:</b>		Pudsey Sixth Form College	
<b>Job Title:</b>		Career Adviser	
<b>Reports to:</b>		Career Development Coordinator	
<b>Job Grade</b>	LEG D	<b>Department</b>	PSFC / Careers, Work Experience & Progression

### ROLE SUMMARY:

Coordinate, deliver, and support the delivery of advice and guidance at Pudsey Sixth Form College (PSFC), providing flexible help and support for applicants and students on a wide range of careers related issues in individual or group situations

### SPECIFIC ROLE RESPONSIBILITIES:

1. Lead on career guidance (CEIAG) for Pudsey Sixth Form College (PSFC), developing resources and interventions to complement the curriculum offer and aspirational progression routes.
2. Provide one-to-one careers information, advice and guidance to students.
3. Produce careers action plans and record information in line with college requirements.
4. Attend evening and weekend events including parents' evenings and open events to provide Careers IAG to young people and their parents/carers as per the PSFC calendar.

### CORE RESPONSIBILITIES:

1. Respond to pre-entry guidance referrals from the Departments, Student Recruitment & Admissions and the Contact Centre, and take referrals from curriculum for guidance where a student or applicant is unclear about options.
2. Deliver booked talks and group sessions to develop capacity building for curriculum staff.
3. Develop and apply knowledge of Career and Labour Market Intelligence to meet student and staff needs.
4. Work with the central Careers, Work Experience & Progression (CWP) team to develop, share and curate resources to inform and raise aspirations for the PSFC student cohort and curriculum teams.

5. Initiate and develop effective working relationships with PSFC curriculum teams, supporting understanding and implementation of careers education within curriculum delivery.
6. Work collaboratively with the Careers Adviser, curriculum and pastoral teams at Leeds Sixth Form College (LSFC).
7. Collect and record accurate data to ensure all participation is recorded and input on management information systems, including Pro-Monitor and Navigate.
8. Track the outcomes of interventions and refer to curriculum and pastoral leads to ensure appropriate intervention is put in place for students to support their progression.
9. Collate, analyse and log quantitative and qualitative feedback and data from events and activities to inform future planning and quarterly reports.
10. Comply with internal and external quality assurance procedures and standards including funding and regulatory requirements and organisations.
11. Any other duties that are specific to the department.
12. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

## GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

### **Kindness**

*Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them*

### **Ownership**

*Using our robust business planning model to allow areas to have clear ownership over their vision and performance*

### **Enjoyment**

*Fostering environments that enable staff and students to be brave, interact and have fun*

### **Collaborative**

*Proactively seeking opportunities to create synergies and positive outcomes for all*

### **Passion**

*Encouraging all to have aspiration and passion in everything they do.*

### **Creative**

*Always hungry to learn and looking ahead so we can be responsive*

## Person Specification

<b>Job Title:</b>	Career Adviser
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Degree or equivalent higher-level qualification	A
E	Q2. English and Maths at Level 2	A
E	Q3. Level 6 qualification in Careers Guidance	A

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Experience of delivering information, advice and guidance in an education setting	A / I / P
E	EK2. Understanding of the diversity of the student body and the impact of individual difference on career and learning choices	A / I
D	EK3. Knowledge of the UK Higher Education application process	A / I

E	EK4. Knowledge of barriers to learning or progression and experience of supporting students to overcome these	A / I / P
E	EK5. Knowledge of the local, regional and national labour markets	A / I / P
E	EK6. Knowledge of careers education, employability, post 16 study programme, Gatsby Benchmarks and the National Careers Landscape	A / I / P
E	EK7. Experience of recording, monitoring and analysing quantitative and qualitative data	A / I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1. Ability to enthuse young people to engage with events and activities	A / I / P
E	SC2. Good communication skills with the ability to relate to, and work with, students from age 14 to adults	A / I / P
E	SC3. Excellent interpersonal skills	A / I / P
E	SC4. Ability to work with internal and external partners	A / I / P
E	SC5. Proven use of a variety of digital platforms and IT software	A / I
E	SC6. Able to demonstrate a flexible and adaptable approach to work, including some twilight sessions	A / I
E	SC7. An ability to work on own initiative and as part of a team	A / I
D	SC8. Ability to source and/or create CEIAG resources in collaboration with the wider CWP career team	A / I
D	SC9. Experience of keeping and using effective records of candidates' progress against standards	A / I

<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>

E	B1. Support and promotion of equality, diversity and inclusion	A / I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	A / I
E	B3. Commitment to the PREVENT agenda	A / I
E	B4. Commitment to professional standards	A / I
E	B5. Commitment to restorative practice approaches	A / I