Luminate EDUCATION GROUP

Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported *(only use this field for LEG service member of staff)*	Leeds City College
Core Job Role:	
Job Title:	Career Development Coordinator (Systems)
Reports to:	Career Learning Manager
Grade	E
Date of compilation:	January 2024

SPECIFIC ROLE RESPONSIBILITIES:

- Ensure the consistency and quality of CIAG and campus-based career education i.e. tutorial content, curriculum information sessions, One to One guidance including pre-entry guidance.

- Lead on the use of systems, such as UCAS, ECCTIS (NARIC), Navigate and Promonitor to support student progression, drive improvement of data collection and analysis and deliver CPD to support staff teams to improve their practice.

- Sustain a Career Adviser caseload and share and support good practice for Luminate based Career Advisers.

- Lead and performance manage a team of Career Advisers.

CORE RESPONSIBILITIES:

- Manage and develop the professional practice of Luminate based Career Advisers, monitoring and driving performance standards (including record keeping and use of systems) against frameworks of excellence (internal and external).

- Develop career learning and information resources in a range of formats, making use of social media and Google, to enhance and inform delivery of the tutorial programme.

- Promote student voice and opportunities for peer learning.

- Monitor the impact of interventions on student outcomes.

- Contribute to service standard accreditation for Matrix and other relevant quality awards such as Quality in Career Standards.

- Lead and support training and planning meetings for pastoral and curriculum teams around use of CEIAG systems and processes.

- Co-ordinate and performance manage Career Advisors

- Support staff and placement students undertaking information, advice, and guidance-related qualifications.

- Maintain and develop external liaison with organisations, including higher education and professional associations.

- Support curriculum teams to coordinate career information events and activities and organise cross-college events as required.

- In collaboration with colleagues from Careers, Work Experience & Progression, drive the development of a digital platform of shared resources that can be accessed by students and teaching staff.

- Undertake a range of general administration duties including word processing, production of spreadsheets and updating of college information systems.

- Work flexibly as a member of Student Life.

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 our Organisational Culture:

Few rules & clear boundaries
The ability to be creative, within areas of focus.

Ownership & performance
Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment
Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective
Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition
Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive
Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Career Development Coordinator (Systems)
Department	Careers, Work Experience & Progression

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. Educated to degree level or equivalent	A
E	Q2. Post graduate Qualification in Careers Guidance or level 6 equivalent	A
E	Q3. Level 2 English and Maths	A
Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Experience of planning, developing, and implementing CEIAG on Campus level	A / I / P
E	EK2. Experience of recording and monitoring student interventions and use of different systems to support student progression - pre-entry and destinations	A / I
E	EK3. Experience of leading, mentoring, coaching, and supporting staff, especially working across departments or organisations	A / I

E	EK4. Understanding of the diversity of the student body and the impact of individual difference on career and learning choices	A / I / P
E	EK5. Knowledge of careers education, employability, and post 16 study programme	A / I / P
E	EK6. Knowledge of issues which can be barriers to learning or progression and experience of motivating students to overcome these	A / I / P
E	EK7. Understanding and experience of using accessible language, presentation, design, and digital platforms to ensure that resources, information, and service offer are accessible to all students (14-18, 19+), staff and parents	A / I
E	EK8. Knowledge of the local, regional, and national labour markets and how to incorporate labour market forecasting to support student progression	A / I
E	EK9. Experience of developing and delivering learning resources and staff training	A / I / P
D	EK10. Knowledge of impact evaluation and demonstrate its contribution to service improvement	A / I / P

Skills and Competencies		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	SC1. Understanding of student destinations, including education, training, apprenticeships, and work	A / I
E	SC2. Excellent verbal and written communication skills	I / P
E	SC3. Proven ability of accurately capturing, analysing and report qualitative and quantitative data to monitor performance and inform planning and review activities	A / I
E	SC4. Ability to work under pressure, to deadlines, to prioritise and manage workloads	A / P
E	SC5. Ability to influence and effect change to enhance use of career and college systems	A / I / P
E	SC6 Advanced user of Google, MS Office	A / I / P

	applications, presentation and design software, VLEs, college intranet, guidance and related websites, internet search engines.	
E	SC7. Experience of curating LMI information from a variety of sources and ensuring that these are accessible and appropriate for the target audience.	A / I / P

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
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	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I