

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds Sixth Form College
<b>Core Job Role:</b>	Career Adviser
<b>Job Title:</b>	Career Adviser
<b>Reports to:</b>	Career Development Coordinator
<b>Grade</b>	SO1
<b>Date of compilation:</b>	June 2022

### SPECIFIC ROLE RESPONSIBILITIES:

1. | Coordinate, deliver, and support the delivery of advice and guidance, providing flexible help and support for applicants and students on a wide range of career related issues in individual or group situations.
2. Lead on CEIAG for Leeds Sixth Form College (LSFC) across both Leeds and Pudsey sites, developing resource and intervention to compliment the curriculum offer and aspirational progression routes.

### CORE RESPONSIBILITIES:

1. Provide one-to-one careers information, advice and guidance to students.
2. Produce careers action plans and record information in line with college requirements.
3. 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.
4. Deliver booked talks and group sessions to develop capacity building for curriculum staff.
5. Develop and apply knowledge of Career and Labour Market Intelligence to meet student and staff needs.
6. Work with the central CWP team to develop, share and curate resources to inform and raise aspirations for the LSFC student cohort and curriculum teams.
7. Initiate and develop effective working relationships with LSFC curriculum teams, supporting understanding and implementation of careers education within curriculum delivery.
8. Collect and record accurate data to ensure all participation is recorded and input on management information systems, including Pro-Monitor and UniFrog.

9. 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.
10. Collate, analyse and log quantitative and qualitative feedback and data from events and activities to inform future planning and quarterly reports.
11. Comply with internal and awarding and funding organisations quality assurance procedures and standards.
12. 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 LSFC calendar.
13. Adhere to professional standards of service, including college and school policies and procedures and CDI Code of Ethics.
14. Work flexibly as a member of Leeds Sixth Form College and in partnership with the wider student life team. |

#### **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

<b>Job Title:</b>	Career Adviser
<b>Department</b>	Leeds Sixth Form College

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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Degree or equivalent higher-level qualification	A
E	Q2. English and Maths at Level 2A	A
E	Q3. Level 6 qualification in Careers Guidance	A
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
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
E	EK5. Knowledge of careers education, employability, post 16 study programme, Gatsby Benchmarks and the National Careers Strategy	A / I / P
E	EK6. Knowledge of the local, regional and national labour markets	A / I
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 stakeholders	A / I / P
E	SC5. Proven use of a variety of digital platforms and IT software	A / I
D	SC6. Ability to source and/or create CEIAG resources in collaboration with the wider CWP career team	A / I
D	SC7. Experience of keeping and using effective records of candidates' progress against standards	A / I
E	SC8. Able to demonstrate a flexible and adaptable approach and work some twilight sessions	I
E	SC9. An ability to work on own initiative and as part of a team	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	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I