

Careers Leader (Permanent Contract)	
Reporting to:	Student development and progression manager
Working Hours:	Full Time (37.5 hours per week)
Salary:	£25,626 to £29,613 (Scale Point 23 – 28)
Position Code:	PC S6
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To lead on creation, implementation and delivery of the organisational careers strategy and careers programme in compliance with recommendations of Gatsby Benchmarks of good practice, preparing students for the choices, transitions and progression in education, training and employment.

Contribute to the implementation of the College's strategic aims by providing a range of career guidance services to students to enhance student employability; and to work in close collaboration with College staff and employers to facilitate student progression.

1. College Duties

a.	To lead on the creation, development and implementation of the College's career strategy and careers programme which will be mapped against professional frameworks including Gatsby Benchmarks, CDI Framework and Ofsted.
b.	Create and deliver a careers programme along with a minimum student entitlement to careers education, information, advice and guidance in order to enhance and develop life long career management skills in our students.
c.	Ensure that all students have access to impartial information, advice and guidance at all stages of their course which will enable them to make informed decisions about their next steps progression and destinations.
d.	Provide professional, impartial and ongoing personal guidance for all students (and parents if requested) via face to face or virtual booked appointments. Personal guidance will include course and progression advice, career mapping, apprenticeship, university and job application support, CV and cover letter writing, mock interview preparation as well as advocacy and referral to external support agencies if required.
e.	Line management responsibility for Careers Officer
f.	Provide students with a clear action plan and targets following personal guidance and use Pro Monitor to record all interaction with students.
g.	Design and develop student, parent and staff evaluations to be completed following personal guidance intervention, events and workshops.
h.	Assess and input termly returns as required by Careers & Enterprise company for Gatsby benchmark compliance and produce termly and annual statistical reports to share with

	Line Manager, SMT and Link governor in order continually review and improve service provision.
i.	Contribute to and work to achieve targeted ODP objectives and strategic aims in order to develop and enhance student experience, increase overall percentage of 1:1 personal guidance appointments delivered and improve college achievement in Gatsby Benchmark percentages.
j.	Manage the college internal UCAS applications procedure including individual personal guidance, personal statement workshops and all administration of the process including obtaining references from personal tutors, final checking forms and sending to UCAS as well as post application advice on offers, decision making and student finance.
k.	Create and develop the provision of careers information for students and parents including the College's external web page, SharePoint, Plumpton Online and Careers Hub Teams platform as well as hard copy careers resource area.
l.	Consult with Progress Coach Manager to create and develop careers and employability tutorial programme and to identify up to date resources and packages to support delivery and enable progression.
m.	To work closely with Progress Coaches, Personal Tutors, Programme Managers and Curriculum Managers to support students as a referral point during induction, UCAS, progression and destination points throughout the academic year
n.	To liaise and work with regional and national partners and external agencies such as Careers & Enterprise Company, East Sussex College Cluster Group, employers, HE institutions and other external support agencies to enhance and support student experience, learner employability and progression
o.	Work across departments with marketing team, business development team and work experience team to develop breadth of information available and share information and news. This includes managing the Employer Vacancy submission portal.
p.	Develop, manage and coordinate careers and employability events and workshops across, which may include Apprenticeship, university and Job application advice and support, CV workshops, mock interview preparation, business start-up, personal finance and careers fairs, guest speakers, alumni and employer visits in order to inform, inspire and raise aspiration of our students and enable the decision-making process for progression into employment, further or higher study and apprenticeships.
q.	To disseminate up to date information to colleagues, students, employers and parents on developments with employment and further study including providing access to current LMI
r.	Develop and produce CPD/training for curriculum and support staff to inform on UCAS, using LMI, Apprenticeships, employability skills and Gatsby Benchmarks.
s.	To contribute to project outcome objectives as and when required such as UniConnect, ESIF
t.	To represent Plumpton college and contribute at events and meetings to support the development of the careers strategy and enhance the content of the careers programme as required.

2. Quality Improvement

a.	Maintain quality monitoring systems and produce timely reports SMT, Line Manager and Link Governor.
b.	Lead the college through assessment process for Quality in Careers Award by agreed deadlines to ensure and underline quality and excellence of careers provision for students.
c.	To contribute to the development of Pro Monitor progression and destination stats via student ILP and tutorial meetings.

3. Continuous Professional Development

a.	Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b.	Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.
c.	Work to professional CDI standards and code of ethics and maintain professional currency knowledge.

Essential criteria for the post
Level 2 or equivalent, Maths and English grade C and above at GCSE
L4 Diploma in Careers IAG or relevant specialist careers qualification or equivalent experience within sector
Up to date and authoritative knowledge of careers guidance, work and developments in education/FE/HE employment and careers matters.
Experience and knowledge of offering and delivering Careers and Employability IAG.
Highly organised – able to co-ordinate work cross College and with external agencies.
Excellent communications skills both written and oral.
Good understanding of MS Word and Excel.
Being able to work as part of a team and autonomously when required.
Very good attention to detail & accuracy, ability to keep accurate records and provide reports.
Ability to solve problems and deal with challenging situations.
Be exceptionally customer focussed
Be a confident public speaker
Willing and able to travel to external venues
Willing and able to regularly work during evenings and weekends



Desirable criteria for the post
Level 6 IAG qualification
Membership of a relevant professional body (e.g. AGCAS, CDI)
Project coordination experience
Experience of administration in Higher Education
Experience of ProSolution (Compass) or other student records-based systems