

Grade: Support Staff Pay Spine Points 29 – 32
Hours: 18 hrs per week, term time only

Reporting to the Director of Progress, the postholder will support the existing careers programme across all trust sites by ensuring all Gatsby benchmarks are met. You will be responsible for the management of employer links and embedding them into the curriculum in a meaningful and sustainable manner and will help the Trust to deliver specific requirements linked into the Ofsted framework, including but not restricted to 'high quality impartial careers guidance' and working with students to ensure they are prepared to progress into employment or higher levels of study.

In order to fulfil the responsibilities of this role your working time will be divided between the Stockton and Guisborough centres of Prior Pursglove and Stockton Sixth Form College.

Main responsibilities and duties:

- Assist with the measurement of trust performance against the Gatsby benchmarks
- Set up and help manage employer links across all faculties
- Record key information on compass and monitor progress for each faculty
- Assist with the development and implementation of a trust wide Work Experience Strategy
- Build and maintain close links with industry and commerce to provide students with appropriate work experience opportunities
- Co-ordinate the monitoring and suitability of work placements in liaison with the Health & Safety Co-ordinator
- Liaise with other Careers Advisors and other organisation to monitor local employment needs and record relevant Labour Market Information
- Promote work experience opportunities throughout the Trust
- Develop and maintain a database of contacts and prepare reports on take up and success of work experience placements, including feedback from students and employers
- Liaise with other education providers, industry and commerce, to ensure an effective and efficient careers information, advice and guidance service
- 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
- Record information on student engagement with further and higher education activities
- Communicate with parents and increase parental contact through mailing and the college websites
- Collate and record evaluation of CEIAG across the Trust
- Maintain and develop a database for tracking/logging advice given to students

- 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

Essential:

- Level 6 Qualification in Careers Guidance or willingness to work towards
- 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 including business, industry and commerce
- Able to communicate effectively with all staff and external organisations including business, industry and commerce
- 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.