



JOB DESCRIPTION

Careers Guidance Adviser



WALTHAM FOREST COLLEGE
JOB DESCRIPTION AND PERSON SPECIFICATION

POST: Careers Guidance Adviser

REPORTING TO: Learner Services Manager

RESPONSIBLE FOR: N/A

GRADE: Support Scale 26-29

KEY RESPONSIBILITIES

This postholder will be supporting the Careers Leader developing the cross-college Careers Programme and ensuring the successful implementation. The postholder will be making a difference to people's lives by promoting social mobility; supporting customers to remove barriers to employment and training, to access opportunities to progress into the world of work, and to manage their careers.

The postholder will ensure that they utilising local labour market intelligence that will provide learners with local and national employment opportunities and trends. It is essential for the postholder to have a can-do, proactive and flexible style of working.

MAIN RESPONSIBILITIES

1. Provide client-focused impartial career guidance that enables learners to set aspirational careers goals, review their own skills development and develop the essential skills to thrive in the workplace whilst increasing their opportunities to progress onto positive destinations.
2. Deliver high-quality careers guidance through one-to-one and group interventions that
3. allow learners to set realistic targets through clear and detailed action plans that allow learners to prepare well for the next steps.
4. Champion the delivery of the cross-college careers programme and ensure the successful delivery across all areas.
5. Be the operational lead when reviewing the organisations matrix Standard, a unique quality standard that assesses and measures the delivery of careers information, advice and guidance.
6. Provide progress update reports linked to the College's careers service and attend middle managers meetings to review progress against actions.

7. Represent the College brand and services in a range of outreach events and empower learners in making informed decisions linked to their career's goals and aspirations.
8. Promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
9. To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.

MAIN RESPONSIBILITIES

1. Provide high quality, impartial one-to-one and group information, advice and guidance and provide key feedback through action plans and target setting.
2. Support the Careers Leader by coordinating activities that aligns with the meeting the 8 Gatsby Benchmarks and use the Compass Evaluation Tool and Tracker to measure impact and performance.
3. Liaise with the National Careers Service and coordinate activities that improves the College's capacity to deliver high quality, information, advice and guidance.
4. Deliver workshops to improve the softer skills outcomes and employability skills of learners and record interventions on College systems.
5. Coordinate cross-college careers events that raises aspirations of learners.
6. Review the impact of careers within learning areas and coordinate activities to improve internal progression and learner's progression onto positive external destinations.
7. Improve the design and intent of the College careers programme, the Create Your Future online package and the tutorial framework that allow learners to develop their skills and understand to progress onto positive destinations.
8. To undertake bespoke careers interventions with learners identified as at risk, classified vulnerable or with no onward progression.
9. Coordinate the business operations in the lead up to achieving quality standards such as the matrix Standard and ensure clear action plan to address gaps.
10. Use expert knowledge of careers information and labour market information and intelligence to enable learners to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of information technology.
11. Contribute to the development of department self-assessment reviews and quality improvement plans.
12. To support activities promoting the College to our community, schools and other external agencies;
13. To provide signposting when required to specialist agencies about a range of issues such as education, employment and training, welfare, counselling etc.
14. To take responsibility for one's own professional development and participate in relevant internal and external activities
15. Any other reasonable tasks that commensurate with the role.

GENERAL

1. Promotes and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults.
2. Participates in College programmes of staff appraisal and continuing professional development.
3. Develop effective working relationships internally and with external partners.
4. To operate at all times in line with the College's values and behaviours.
5. Undertakes other duties as may reasonably be required in the interests of the efficient functioning of the College.

PERSON SPECIFICATION

We need you to use the application form to demonstrate your capabilities in relation to each of the criteria listed below (addressing each point in order).

	Criteria	Essential/ Desirable
Qualifications (Educational and Vocational)	A degree or equivalent qualification	E
	Must hold a Level 6 careers guidance qualification.	E
	Level 2 qualification in both maths and English	E
	Undertaken Level 3 customer care training	D
Previous experience/job knowledge	Relevant experience of providing high-quality careers information, advice and guidance in a post-16 education setting.	E
	Experience of delivering cross-college careers interventions and employability workshops.	E
	Experience of undertaking the matrix Standard	E
	Experience of using Microsoft computer packages i.e. Microsoft suite, E-mail, Internet, Teams	E
	Outstanding communication, interpersonal and presentation skills.	E
	Understanding of the Gatsby Benchmarks and experience of successful delivery	E
	Experience of using local labour market to shape the College careers service	D
	Experience of working in a client-centred environment	E
	Experience of developing the softer outcomes of learners	E
	Experience in establishing and maintain effective working relationships with a wide range of internal and external stakeholders	E
	Experience of working closely with key stakeholders that strengthens the Careers Programme	E
Skills (Competencies and Aptitudes)	Possess excellent communication, writing and presentation skills.	E
	Ability to work unsupervised and able to prioritise organisation and department priorities.	E
	Experience of using College systems to record and measure careers interventions and outcomes.	E
	Ability to motivate learners and staff to achieve aspirational outcomes.	E
	Experience of setting and achieving targets to achieve operational goals and department KPI's.	E

	Experience of working with cross-college teams to achieve organisational priorities and goals	E
	Understanding of client confidently and approach to sensitive working	E
	Ability to establish and maintain effective working relationships with a wide range of clients and outside agencies	E
	Possession of good inter-personal skills	E
Other factors/ additional requirements	Demonstrate work flexibility (hours and duties)	E
	Ability to work with clients from diverse backgrounds ensuring inclusion of the service to all.	E
	Commitment to and understanding of equality and diversity issues and experience of promoting equality	E
	Commitment to providing high standards of health and safety for staff, Learners and others	E
	Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E