**Job Description – Careers Leader**

**JOB TITLE**

Careers Leader

**ACCOUNTABLE TO:**

Recruitment, Admissions & Careers Manager

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

* To implement and lead a comprehensive careers programme for learners, prior to and post enrolment, on our courses.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

*Departmental responsibilities*

* To deputise for the Recruitment, Admissions and Careers Manager as and when required.

*Programme Review and Development*

* To provide our learners with quality advice and guidance in a structured way that provides a timely and meaningful service.
* To work in collaboration with other staff, learners and other agencies to provide comprehensive careers support.
* To generate and maintain client records in support of personal guidance interviews including an action plan and follow–up agreed.
* To ensure the provision of IAG and careers support complies with the statutory obligation outlined within the Gatsby benchmarks.
* To keep CPD knowledge up to date with regards to relevant policies and LMI.
* To provide regular updates on the quality and impact of the programme, supported by a current policy and development plan.
* To advise internal stakeholders and others on policy and development priorities within the programme and how these contribute to organisation priorities such as raising achievement and inclusion.
* To hold, attend and engage in relevant partnership and college meetings, progress and outcomes and actions.
* To maintain and develop any quality accreditations for the service and ensure strong links with national quality standards for IAG.

*Curriculum*

* To plan, develop and implement a structured, progressive career management and personal development programme with appropriate schemes of work, teaching resources and learning outcomes that are shared with learners
* To promote the use of varied teaching and learning methods appropriate to the abilities, aspirations and needs of learners, and which enable them to take increasing responsibility for their own learning
* To ensure that planned activities comply with health and safety regulations, national requirements and guidance, and equal opportunities policies
* To modify curriculum content in response to changes in learners’ needs, education and training opportunities, and the labour market

*Learner assessment, reporting and support*

* To ensure that individual guidance needs are identified and appropriate responses, including referrals and impartial guidance, are made
* To secure the provision and maintenance of appropriate, accessible and comprehensive information materials in a range of formats/languages to meet learner needs
* To develop and maintain a coherent and effective system of assessing, recording and reporting individual learning gains and achievements in the programme in order to support individual progression and the collection of management information

*Finance and resource management*

* To be responsible for finance and resource management for the service.

*Liaison*

* To establish and maintain effective links with careers guidance provider, parents, carers and relevant organisations (e.g. employers, youth and community agencies), and co-ordinate their contribution to the programme.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

*Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.*

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification –** Careers Leader

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| 5 GCSE’s (including Maths & English or equivalent) | **✓** |  | AF /Cert |
| Educated to Level 4 in Careers Advice and Guidance or Careers Information or a related subject | **✓** |  | AF/ Cert |
| NVQ Level 6 (or equivalent) in Careers Advice and Guidance or Careers Information or a related subject, or be willing to work towards this |  | **✓** | AF/ Cert |
| Experience |  |  |  |
| Intermediate to advanced skills Microsoft Office skills | **✓** |  | AF / IV |
| Experience of working with young people | **✓** |  |  |
| Experience of working in an careers setting |  | **✓** | AF / AT / IV |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise, take action and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task Cert = Certificate checked at interview