

Job Description and Person Specification

Job Title:	Career and Work Experience Manager
Service Provision:	Horizons College
Job Family:	Education Administration
Line Manager:	Senior Leadership Team
Salary Grade:	Grade D 1 - 5
Annex:	Please ensure you refer to Annex 1 with this job description

To be the College's strategic and operational Careers Lead, monitoring the delivery of the Careers and Work Experience Programmes across the college in order to meet the eight Gatsby Benchmarks. To scope out new potential projects, partnerships and opportunities to ensure the highest quality provision.

To provide professional career guidance services, including personal guidance interviews, in order to improve learner's skills, knowledge and understanding for career planning and management. To prepare them for their future choices and transitions in education, training and employment.

To train, manage and oversee the role of the Work Experience and Destinations Officer, ensuring compliance with College procedures.

To establish and develop long-term, collaborative relationships with a wide range of appropriate employers; education, apprenticeship and training providers and other external organisations/services, in order to maximise learner access to opportunities.

To negotiate, manage, coordinate and monitor meaningful learner encounters with employers, including suitable work experience/SI placements. To conduct reviews and H&S assessments for specified work-based learning environments. To instigate and monitor the post-college employer and learner support package for learners entering paid or voluntary employment.

Key accountabilities, duties and responsibilities

- To be the College's strategic and operational Careers Lead, monitoring the delivery of the Careers and Work Experience Programmes across the college in order to meet the eight Gatsby Benchmarks (including use of the Compass evaluation tool).
- Prepare, implement, review and evaluate the careers provision development plan in line with the overall objectives of the college (College Development Plan), Ofsted requirements and to ensure compliance with the Vocational Curriculum Framework.
- To prepare regular and timely management information and reports on the careers provision for the Principal and Chair of Governing Committee regarding learner progress.
- To develop policies, procedures and systems which advance the careers and work experience programmes, destination data collection and analysis etc.
- To train, manage and oversee the role of the Work Experience and Destinations Officer, ensuring compliance with College procedures.
- Ensure that details of the college's careers programme and the provider access policy statement are published on the college website and that all information is accurate and up to date.
- To seek and secure funding for careers related projects.
- To scope out new potential projects, partnerships and opportunities to support the development of the careers programme and ensure the highest quality provision.
- To maximise the College's employer-facing activities and enhance the reputation of the College in the local business community by representing the College at external events (where appropriate).

- To work closely with tutors to develop schemes of work and resources for careers education ensuring that learners develop work skills relating to their aspirations and specific needs.
- To develop inhouse monitoring and audit systems of continuous quality improvement to ensure that learners receive a career and work placement provision of consistently high-quality.
- To be responsible for, lead and co-ordinate the accreditation of the Matrix Quality Standard.
- To support tutors in providing initial information and advice.
- To liaise with tutors to identify learners in need of CIAG.
- To conduct learner-focused, impartial, personal career guidance interviews with learners which challenge and support them to make informed, realistic and timely career decisions.
- To provide CIAG sessions based on exploring the learner's aspirations, skills, interest and abilities and on opportunity (Labour Market Intelligence). Sessions may involve 1:1 interviews and (where appropriate) small groups, workshops and careers-related presentations.
- To ensure compliance with legal requirements and codes of professional CIAG practice, e.g. the CDI Code of Ethics and college policies.
- To create, implement and review the learner's career action plans following guidance sessions, including support to achieve any goals set.
- To discuss with learners how to overcome any barriers to reaching their goals and (following consultation with their tutor and SLT), refer them to specialist services, to support specific needs of learners.
- To advise learners on CVs, cover letters, job searching and interviews, including holding mock interviews and application form reviews.
- To establish, develop and manage long-term, collaborative relationships with a wide range of appropriate employers; education, apprenticeship and training providers and other external organisations/services, in order to maximise learner access to opportunities.
- To negotiate and manage partnership agreements/contracts with employers including the post-college employer and learner support package for learners entering paid or voluntary employment.
- To conduct reviews and H&S assessments for specified work-based learning environments.
- To monitor the adherence to the Work Experience policy and the completion of associated paperwork.
- To collaborate with tutors to ensure learners are well prepared to engage with employers and their respective job roles, e.g. ensuring that the employability skills development activities match the needs of individual learners and the tasks to be undertaken.
- To organise programmes of workshops featuring external speakers, such as employers, training and service providers for the annual Careers Week.
- To involve parents and carers, where relevant, in the career and work experience programme.
- To obtain, analyse and present feedback from learners, colleagues, parents and employers about the College's Careers and Work Experience Programmes.
- Together with the Vice Principal to take active part and promote the Work Based Learning provision at open evenings/days and employer events.
- To communicate with relevant external agencies and networks (e.g. the LEP, Enterprise Coordinator and Adviser, Swindon & Wiltshire Careers Hub etc.) for the benefit of learners and the enhancement of the career guidance programme.
- To working collaboratively with key colleagues to create a series of employer engagement events.
- To complete training analyses for college employees, employers and parents/carers in terms of careers and work placement procedure and provision.
- To create, organise, deliver and monitor any training required.
- To manage own CPD by taking responsibility for maintaining, enhancing and reflecting upon own professional expertise, practice and development (e.g. keeping up to date with labour market information, legislation, and professional and academic developments within CEIAG).
- To maintain appropriate learner records regarding CIAG provision and work placements etc. to monitor uptake, referrals, activities and destination data whilst working within the guidelines of confidentiality and data protection.

- To design and produce CEIAG, enterprise and employability, literature and associated resources (including programme information booklets, learner workbooks, employer briefs etc.), or source information products from elsewhere, for use within the service.
- To ensure all materials created and used are current and in line with college standards.
- To work with the tutors and transition team to coordinate and facilitate the transition arrangements for learners progressing from the Pathway to Employment and Supported Internship programmes.
- To undertake other admin tasks as required, directed by the Principal and Vice Principal working closely with Tutors and other admin colleagues.
- Promote and safeguard the safety and welfare of all learners.
- To maintain a safe and secure environment for learners, in accordance with the college's behaviour policy.
- To demonstrate a positive commitment to the implementation of the College's Equality and Diversity Policy and to the maintenance of a culture of continuous quality improvement and innovation within an inclusive environment.

Tasks/duties	Essential skill	Desirable skill
Qualifications and Training	<ul style="list-style-type: none"> • Hold a Level 6 or above qualification in Information, Advice and Guidance or be willing to work towards it • A grade C/4 or higher in GCSE English and Maths • Experience in delivering career-related learning to groups • Demonstrable experience in managing own work, working under pressure, meeting deadlines and achieving targets 	<ul style="list-style-type: none"> • Educated to degree level or with significant relevant experience • Experience in producing reports on the careers service delivery • Interest in own personal development and willingness to undertake further training • Experience of working in a school/college office • Evidence of recent Continued Professional Development • Demonstrate awareness and compliance with GDPR legislation
Knowledge and Experience	<ul style="list-style-type: none"> • Enhanced DBS Clearance • Be willing to follow the college safeguarding Policy and procedures and undertake mandatory Safeguarding training as directed by the college 	<ul style="list-style-type: none"> • Have experience and understanding of practice and principles for Safeguarding learners or vulnerable adults within an educational setting
Skills and Abilities	<ul style="list-style-type: none"> • Knowledge of the CDI Framework and Gatsby Benchmarks • Knowledge of methods of delivering excellent student-focused customer service • Demonstrate up-to-date knowledge of legislation and statutory requirements of working with young people • Ability to work collaboratively • Ability to work with autonomy • Be highly organised, methodical and able to work to deadlines 	<ul style="list-style-type: none"> • Detailed knowledge of relevant developments in Careers Education, Information, Advice and Guidance • Knowledge of evaluation methods and how to measure the impact of all career-related learning • Knowledge of evaluation methods and how to measure the impact of all career-related learning • Knowledge of quality awards, namely, Matrix and Quality in Careers standards