

## HEREFORD SIXTH FORM COLLEGE

### JOB DESCRIPTION

**JOB TITLE:** Head of Careers and Progression

**NAME:**

**LINE MANGER:** Deputy Principal

**FULL-TIME/PART-TIME:** Full-time

#### **General scope of the role:**

To provide a comprehensive and effective careers and progression education, information, advice and guidance service across the College. To lead and manage the Career's Team.

#### **PRINCIPAL RESPONSIBILITIES:**

1. To define and co-ordinate policy and practice relating to the programme of careers education and guidance within College in order to ensure that students are entitled to effective and efficient careers education, information, advice and guidance to enable them to make informed, realistic decisions concerning future higher education and employment plans.
2. To have an overview of the provision and quality of student references (to ensure that all students have a quality reference at course completion).
3. To ensure the co-ordination and completion of procedures for all student applications to higher education and employment including applications to medical/dentist/veterinary courses and applications to Oxford or Cambridge.
4. To lead, manage and support staffs (including clerical staff) who have allocated time for careers education and guidance: the 'Careers Department'.
5. To lead and manage the monitoring, recording and communication of leavers' destinations information including compiling an annual report, and creating Careers Impact Case Studies. To keep efficient records of interviews, applications, placements and destinations.
6. To be able to interview within an acceptable vocational guidance framework and to ensure that departmental staff can interview to acceptable levels.
7. To devise, co-ordinate and contribute to the careers programme, including planning a scheme of work of careers education for both first and second year students and students on the Level 2 programme.
8. To monitor the effectiveness of delivery in the Careers Education Programme.
9. To run an efficient careers library containing comprehensive, up to date and accessible information.
10. To respond to and develop technology aided careers guidance systems.
11. To liaise with and advise Directors of Studies, Subject and Personal Tutors on all aspects relating to careers education and guidance.

12. To provide advice, training and staff development as appropriate to College staff in accordance with Careers processes.
13. To oversee and assist the Careers and Progression Support Officer (specific responsibility for work experience and employment) in all aspects of work - including work experience, volunteering, job shadowing and employer liaison.
14. To liaise, on behalf of the Principal and the College, with the worlds of employment, higher and further education, and to network with appropriate agencies
15. To liaise and co-ordinate links with external Careers Agencies, allied careers staff from feeder institutions, employers, further and higher education institutions and training providers.
16. To liaise with parents in all aspects of the Careers Education Programme as it affects their sons/daughters/wards.
17. To co-ordinate and contribute to all other activities that enhance the Careers Education Programme - including conventions, parents' evenings, visits and any other events that might take place from time to time.
18. To keep up to date with, and ensure the implementation of relevant legislation and Government policies (e.g. the Government's Career Strategy 2017).
19. To assist in appointments to the Department, to counsel staff within the Department about their career development and to advise the Deputy Principal about the INSET requirements of the Department.
20. To organise appropriate visits to conferences and courses.
21. To evaluate the work of the department annually, to prepare an SAR and to use the outcomes to prepare an action plan.
22. To work in accordance with the Governors' Mission Statement and to make a contribution to the College's Strategic Plan.
23. To publicise and promote the department through events such as Open Evening and through publications such as the Prospectus, Website and VLE, and Social Media.

Please note:

*(a) This Job Description is subject to amendment in line with the provisions of Section 3.2 of your contract. Reviews will normally take place at the end of the academic year or earlier where necessary, and following consultation with yourself.*

*(b) Should there be a disagreement under paragraph (a) above then you have the right of appeal under the College Grievance Procedures.*

Signed:

(Principal)

Date:

I acknowledge that I have seen and received a copy of the above Job Description

Signed:

Date: