

HEREFORD SIXTH FORM COLLEGE

JOB DESCRIPTION

NAME:

JOB TITLE: CAREERS ADVISER

LINE MANAGER: HEAD OF CAREERS AND PROGRESSION

FULL/PART TIME: 3 days per week term time only (to include level 3 results support)

General scope of the role

To provide a comprehensive and effective careers and progression education, information, advice and guidance service across the College. To network with employers to develop work experience placements and other work-related activities.

Main duties and responsibilities

- Advise student applicants (and their parents) on specific choices related to their intended career at interviews, open evenings and enrolment
- Ensure that all students have up-to-date careers information, in good time, prior to starting application for progression
- To provide advice, training and staff development as appropriate to college staff in accordance with Careers processes
- Assist in the delivery of careers education in tutorials and through the curriculum
- Conduct 1-to-1 careers interviews with all students with particular responsibility for level 2 students and those who wish to progress into work/apprenticeship
- In collaboration with other members of the Careers department, support the UCAS application process
- Run lunchtime information sessions for students focused on finding and applying for work/apprenticeships ('Job Hub')
- Contribute to the advertisement of opportunities through VLE, Bulletin and Impact
- Liaise with employers including the Armed Forces to develop and maintain placements and relationships
- Support Head of Careers in monitoring, recording and communicating leavers' destinations information
- Support cross college marketing and information events including open evening and Saturday
- To provide information and reports for Head of Careers

- Keep up-to-date with labour market information, legislation, and professional and academic developments
- Undertake such other duties commensurate with the grade of the post as may be reasonably required or as directed by the Principal

PLEASE NOTE:

- (a) *This Job Description is subject to amendment in line with the provisions of the Document. 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 a right of appeal under the College's Grievance Procedures.*

Signed: (Principal)

Date:

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

Signed: (Member of staff)

Date: