London Design & Engineering UTC

Dear Prospective Recruits,

Thank you for your interest in working with us at the London Design & Engineering University Technical College (LDE UTC). Since opening in September 2016, the LDE UTC has provided exceptional education to learners of all abilities from year 9 and up, who aspire to pursue a career in design and engineering.

We are committed to providing our staff with the necessary time and resources required, ensuring our learners remain at the heart of our mission. Our learner-focused approach, coupled with our state-of-the-art facilities and specialist equipment, empowers learners to become the next generation of confident, independent, and work-ready individuals. By fostering academic excellence and forging strong partnerships with employers, we prepare our learners to thrive in the ever-evolving landscape of design and engineering.

One of the key aspects that sets us apart is our curriculum, which revolves around engaging and compelling employer-led projects. Through active learning experiences, we cultivate a learning environment that is both relevant and memorable, boosting our learners' academic achievement.

We understand the importance of comprehensive career guidance. That's why we have formed strategic alliances with our employer partners and universities to provide expert advice, mentoring, site visits, and work placements. Through these invaluable opportunities, every learner has the chance to secure amazing progression routes into higher apprenticeships, or to pursue higher education.

If you are interested in sharing your knowledge, skills, and passion with our dedicated staff and eager learners, we invite you to get in touch with us. Together, we can explore the limitless possibilities that await you and contribute to shaping the future of design and engineering.

Yours sincerely,

Geoffrey Fowler, CEO & Principal

LDEUTC.co.uk

OUR CONTEXT:

The LDE UTC is a technical college where learners exceed their expectations, enjoy pathways onto incredible destinations and make higher than national average progress. The progress our learners make is often extraordinary, for example our learners achieve an average attainment grade of a Distinction for all their technical subjects.

Due to the need for technical skills required from industry, the desire to be engineers from the young people of London, the LDE UTC has been oversubscribed since opening in 2016 and receives over 1600 applications for just 180 year 12 places and over 600 applications for just 80 year 9 places.

Many learners at the college are from the borough of Newham, however the geographical spread of the population of learners as a whole is very wide. Our learner body comes from diverse backgrounds with 93% Black Asian and Minority Ethnic (BAME), 42% of the learners are funded by pupil premium and 55% have English as an additional language (EAL) i.e., English is not their main language at home.

Upon arrival, learners encounter our dynamic, distinctive, and tailored curriculum, delivered with extensive knowledge and expertise in cutting-edge facilities. This environment inspires our learners to excel academically, and we are committed to ensuring that each and every one of them transitions to high-quality employment, training, or educational opportunities.

LDE learners enjoy the employer engagement as they realise the purpose in what they are learning, receiving the Knowledge, Skills and Behaviours required to secure academic excellence and progression routes onto industry via higher apprenticeships, university or straight into the workplace.

OUR VISION

“Creating technology and employer-led education that provides learners with the ability to exceed their potential, celebrate their diversity and embrace the opportunities of the 4th industrial revolution.”

Our objective is crystal clear: we strive to narrow the UK’s skills gap and equip our learners to leave at 16 or 18 years old with top-notch apprenticeships, job placements, university acceptances, or college courses. We foster close partnerships with numerous employers to deliver an education that is both engaging and perfectly aligned with the demands of the professional world.

OUR ETHOS:

Our ethos is straightforward: we view the college as a workplace. Consequently, everyone is expected to conduct themselves professionally and demonstrate mutual respect in all interactions. This mirrors the professional environment our partners operate in. Our college serves as a preparatory ground where our learners develop the skills needed to succeed in their chosen careers.

OUR VALUES:

Passionate about everything we do	We commit ourselves wholeheartedly to everything we do. We approach our work with enthusiasm, energy, and positivity. We do what we do because we love it, and this passion shines through.
Reach higher, be better	We are always learning and challenging ourselves and each other, to be the very best we can be. We have the courage to improve the way we work and exceed expectations.
Be respectful and value everyone	We take time to listen to each other and treat people in the way they want to be treated. We are supportive, inclusive and recognise everyone has their own skills and experience to offer. All our family has a voice.
Take care	We look after ourselves, our colleagues, and our community. We have a zero-compromise approach to health, safety and well-being.
Take ownership	We take responsibility and never walk on by. We are proactive – focusing only on solutions instead of problems.
Be proud, be seen	We celebrate our past, we are proud of what we do today, and we are excited about our future.

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Here at LDE UTC we are proud to offer a competitive benefits package for our valued employees.

We understand as an employer we need to be flexible and responsive in order to promote diversity and equality whilst being able to attract and retain the highest quality workforce. Therefore, we hope that you will be able to take advantage of some of the benefits we offer whilst you are employed by us.

Catering Offer:

LDE offers free breakfasts and lunches whilst at work, this can be from a selection of hot or cold food made freshly on site. On Wednesdays LDE have a 'Free Fruit' day and fresh fruit is available to all staff. Free tea and coffee daily.

Advise and Counselling Service:

Our free Employee Assistance Programme (EAP) is a confidential 24/7 telephone line manned by accredited counsellors who are there to help staff with any matters they are worried about (work based or in their personal lives). This service also offers some face-to-face counselling where needed and other excellent benefits.

Cycle2work Scheme:

Cycle2work is a government initiative that was introduced in 2001 to encourage more people to commute to and from work by bike, enabling people to make healthier choices and reducing the UK's carbon footprint. The initiative also allows you to make huge tax and National Insurance savings on the cost of a new bike and safety accessories. These savings are achieved via salary sacrifice and managed by us.

Season Ticket Loan:

For all staff who have completed 10 months' continuous service we offer a travel loan scheme where we can advance you the cost of your season ticket (subject to certain limits) and deduct this from your net salary each month, thus spreading the cost of your ticket across the year.

Parking:

LDE have partnered with neighbouring UEL to secure staff car parking space. There is a limit on how many spaces we get per year and a cost. The parking charge is currently 0.6% of gross monthly salary. You will have to apply for a permit space on a yearly basis.

Staff Children Admission Category:

The LDE UTC Admissions Policy includes a category of admission relating to the children of staff, who may be given priority in the allocation of student places at the school if either of the following criteria are met:

- Where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made; and/or
- The member of staff is recruited to fill a vacant post for which there is a demonstrable skills shortage.

Staff Benefits & Well-being

Occupational Health Service:

LDE work with an external company to provide a high quality OH service.

Flu Jab:

If you wish to take the seasonal flu jab and are not entitled to a free one, LDE will reimburse you for this. We want our staff to stay fit and well.

Staff Well-being Committee (SMILE):

Members of staff have set this committee up to support well-being amongst staff. Events/team outings are often arranged

Multi-faith Chaplaincy:

The Haven room located on site is a space which has been created to help you think about how faith, spirituality, and values shape who we are and the choices we make in life. It is a place where you can talk to someone, a place to unwind or if you want to make a difference in your community, the Chaplains can help.

IT Equipment:

Upon starting with LDE, you will receive a high-quality laptop and laptop bag to the value of £900 on average.

Flexible Working and Working from Home:

We are happy to be able to offer flexible working to our staff and most staff members take advantage of this and work from home 20% of the week in some shape or form. For teachers this may work around your timetable. For support staff, depending on role, this could be one day at week home working.

We have also implemented a 4.5 day timetable for learners, creating 54% learner contact time and 46% of the working week for PPA and CPL. 10 of the 190 days for our learners are 'flipped learning days' allowing further time for CPL and PPA for teaching staff.

Personal Development:

LDE offer opportunities for personal and professional development in a supportive environment. Newly qualified teachers to the school are allocated a mentor at the start of their employment and there is a well-planned Induction process for all staff.

Sight Tests & Corrective Spectacles/Contact Lenses:

LDE staff are entitled to basic vision tests. There are allowances (usually £50) to reimburse staff members for eye tests and the purchase of VDU spectacles/contact lenses.

Staff Benefits & Well-being

Annual Leave:

On joining LDE, support staff working all year round will benefit from 28 days' annual leave per annum pro rata, plus 8 bank holidays.

Pension Scheme:

Teachers:

Membership of the Teacher's Pension Scheme.

Key benefits of the scheme are:

- You receive a guaranteed pension through the Teachers' Pension Scheme.
- You pay into your pension and so does LDE as your employer.
- It's a Defined Benefit Scheme, registered with HM Revenue and Customs, based on your salary and service rather than investments – so there'll be no nasty surprises when you come to claim your pension.

Support staff:

Member of the Local Government Pension Scheme, key benefits to you are:

- Secure pension.
- Flexibility to pay more or less contributions depending on your circumstances, tax efficient now and in the future.
- Freedom to choose when you would like to take your pension between the age of 55 and 75.

Long Service Recognition and Reward:

Staff are rewarded in recognition for their hard work, dedication and loyalty with a bonus following 5 and 10 years of service.

Eligible staff are entitled to the following:

5 years' service - £250

10 years' service - £500

This is paid via payroll at the end of September to all staff who passed the milestone (5 or 10 years) during the previous 12 months and remain employed.

Electric Car Scheme:

Electric Car Salary Sacrifice Scheme is open to all staff following a successful probationary period. We work with a third-party provider to offer the best and environmental friendly driving solution for staff. There are huge savings available on pure electric vehicles as Benefit in Kind is just 2% between April 2022 and April 2025, meaning you can make significant tax and NI savings on the scheme.

Discounted Gym:

A discounted gym membership at UEL SportsDock is available for LDE UTC staff, just show your LDE UTC ID badge at SportsDock to benefit from this.

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Job Title:	**Careers Advisor**
Location:	**London Design & Engineering UTC / Newham**
Contract Type:	**Permanent – Support Staff - Term Time Only + 1 week (0.8913 FTE)**
Salary:	**Salary Scale: S12-S15 (£35,490 - £37,076 per annum)**
	Actual Salary (0.8913 FTE): £31,632 - £33,045 per annum
Accountable to:	**Careers Lead**

Core Purpose:

The role of the Careers Advisor is to provide impartial and professional career guidance and they will ensure that every learner, including those with SEND and additional needs, has access to impartial, personalised careers guidance and meaningful employer encounters that support ambitious and successful progression into engineering, digital, technical, professional and academic pathways. Advice and support will be tailored to learners' individual needs and offers opportunity for all. The role will utilise good practice to prepare young people with the necessary knowledge and skills for choices about further education, training, and employment and the transition to get there. They will provide professional career guidance services, including personal interviews to improve learners' skills, knowledge and understanding for career planning and management to secure the best opportunities for their future.

This role contributes to the London Design and Engineering UTC vision of empowering every learner to thrive in a dynamic, inclusive and sustainable world through and employer-rich, future-focused education that develops creative, professional and entrepreneurial mindsets, transforming lives, communities and the UK talent pipeline.

Key Responsibilities:

Individual career guidance

- Conduct one-on-one sessions with learners to assess their interests, strengths, and aspirations.
- Provide tailored guidance and support to help learners explore career options and set 'SMART' goals.
- Assist learners in developing action plans, including educational pathways, work experience opportunities and skill-building activities.
- Coordinate and deliver mock interviews and provide feedback to learners.
- Deliver personalised guidance and transition planning for learners with SEND, EHCPs and those at risk of becoming NEET, ensuring appropriate support is in place to enable successful progression.
- Provide support and preparation for the next stage, with particular focus on supporting learners towards their next step and ensuring excellent destinations outcomes for Years 11, 12 and 13.

Career guidance programmes

- Collaborate with the Careers Leader on the delivery of the college's career guidance programme and support the achievement of Gatsby Benchmarks.
- Design and coordinate the delivery of engaging presentations and sessions on career-related topics such as CV writing, interview skills, and job search strategies.

Careers information and resources management

- Maintain up-to-date information on labour market information, post-secondary education options, apprenticeships, vocational training programmes and employment opportunities.
- Manage an online resource centre containing relevant career-related materials, including university prospectuses, industry guides and job market reports.
- Provide learners with access to online career assessment tools, databases and other resources to enable them to interpret and utilise valid and relevant information about careers.

Partnerships and networking

- Establish and maintain strong relationships with local employers, industry professionals, colleges, universities, and vocational training providers.
- Collaborate with external organisations and agencies to arrange work placements, internships, and volunteering opportunities for learners.
- Work collaboratively with the SENDCo, pastoral teams, parents/carers and external agencies to ensure learners with SEND, EHCPs and other vulnerable groups receive personalised careers guidance and transition planning that supports successful progression into education, employment or training
- Involve parents and carers in their child's career guidance programme and support, where relevant.
- Ensure learners receive impartial information about all progression routes, including apprenticeships, higher and degree apprenticeships, technical education, further education, higher education and employment opportunities
- Support the Careers Leader in ensuring compliance with Provider Access Legislation (PAL) by facilitating opportunities for a full range of education, apprenticeship, training and employment providers to engage with learners, enabling informed decision-making about future pathways.

Monitoring, Evaluation and Reporting

- Report on CEIAG provision to the Careers Leader and senior leadership team.
- Track and evaluate the effectiveness of career guidance programmes and initiatives through learner feedback, surveys and destinations data.
- Keep systematic records of the individual advice given to each learner, and subsequent agreed decisions.

- All learners should have access to these records to support their career development, through their use of their EmployAble padlet.
- Collect and maintain accurate data for each learner on their education, training or employment destinations for at least three years after they leave college, including UCAS information.
- Monitor and evaluate careers guidance provision for key groups, including learners with SEND, disadvantaged learners and other vulnerable groups, ensuring equitable access to careers education and guidance

Equal Opportunities:

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding:

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development:

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other duties:

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

N.B: This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the college in relation to the post holder's professional responsibilities and duties.

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Person Specification

The successful applicant will be able to demonstrate the following minimum requirements in their career to date through A – Application; B – Tests, Exercises; C – Interview; D– References.

Category	Essential	Desirable
Qualifications	• L2 qualifications - GCSE Maths and English (Grade 4) or equivalent. • L6 qualifications - QCF Diploma in Career Guidance and Development	• A bachelor's degree in careers guidance, education, psychology or a related field.)
Experience	• Proven experience working in careers guidance, counselling, or related fields, preferably within a secondary school setting. • Experience of working with young people (secondary) • Secure understanding of Gatsby Benchmarks • Experience of providing careers guidance and progression support to learners with diverse needs, including SEND learners. • Experience of working with a range of external providers including employers, apprenticeship providers, colleges and universities	• Experience of supporting compliance with Provider Access Legislation and coordinating encounters with apprenticeship, FE, HE and technical education providers
Knowledge and Understanding	• Ability to build positive relationships with all learners. • Excellent verbal and written communication skills, including the ability to deliver presentations and facilitate group discussions effectively. • Up-to-date knowledge of current trends, labour market demands, and educational pathways relevant to our students. • Ability to work collaboratively with colleagues, parents, external partners and other stakeholders to support learners' career development • Thorough understanding of current DfE statutory careers guidance and the Gatsby Benchmarks. [gatsby.org.uk] • Secure understanding of Provider Access Legislation (Baker Clause) and the importance of promoting technical education and apprenticeship pathways alongside academic routes. • Knowledge of the careers education, guidance and transition needs of learners with SEND, EHCPs and other vulnerable groups.	
Other skills and abilities	• Willingness to undertake safeguarding checks (e.g. DBS) (C) • Ability to work flexibly, including workshops and practical sessions (B,C,D)	• Driving license (for industry visits or outreach) (A) • Willingness to engage with employer partnerships (C,D)

	• High standard of interpersonal skills and emotional intelligence. (C,D) • Excellent written and oral communication skills with the ability to communicate effectively to a variety of audiences (A, B, C, D) • Excellent at working in teams (C, D) • Ability to manage time and prioritise well, meet deadlines and work under pressure (A, B, C, D) • Command respect of learners and staff and be an advocate for the UTC (A, C, D) • Strong team working skills and the ability to work effectively with people at all levels (B, D)	• IT literacy with Microsoft Workspace and ability to use a variety of career assessment tools, information databases and online resources for career planning (e.g. Compass+). • Knowledge of local networks for building employer relationships.
Personal qualities	• Accuracy and attention to detail (C) • Flexible approach to work (A, C,D) • Ability to work under pressure and to tight deadlines (A) • Able to plan and prioritise own workload and manage conflicting demands. • Honesty, integrity, ability to build trust (A,C) • Resilience (B, D) • Energy, enthusiasm and the ability to keep things in perspective (A, C, D) • Commitment to the aims and values of the UTC (A, B, C) • Confidence, communication skills and fluency to deal with staff, learners and parents (C, D) • Awareness, understanding and commitment to equal opportunities (A) • An understanding of the needs of young people (C) • Maintains high professional standards at all times (D) • Passion for engineering and technical education (C) • Commitment to continuous professional development (C) • Commitment to equality, diversity, and inclusion (C,D)	• Industry-focused mindset with strong links to employers (A,B,C) • Resilience and flexibility in a changing educational environment (C,D)

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Please apply via TES or email your completed application to: HR@ldeutc.co.uk

Closing date: Friday 30th October 2026 at 9am

Shortlisting: Monday 2nd November 2026

Interviews: Monday 9th November 2026

Start date: November 2026 (depending on notice period).

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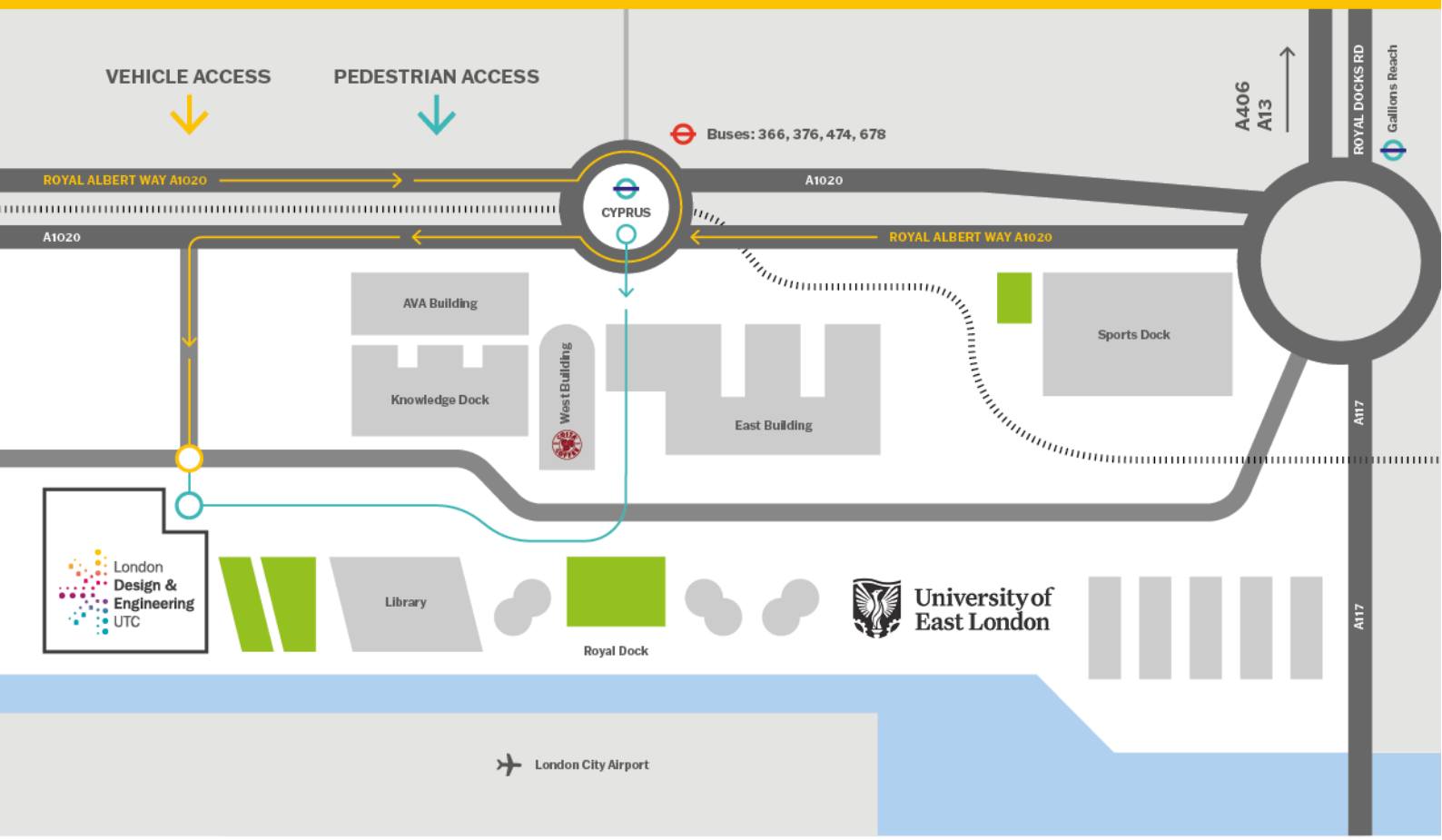

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