

Role information

This document provides an overview of what the role will entail and should give you a good idea of what your day to day responsibilities will look like. You will also find a person specification at the bottom of this document which outlines the skills needed for, and the requirements of, the role you are interested in.

Job description

Post:	Careers Advisor
Responsible to:	Head of Learning Resources and Careers
Coordinates with:	Head of Student Support, FYi Team, Pastoral Mentors, Subject Teachers, Work Experience Officer, Student Services team, higher education institutions and local employers/training providers.

Summary of responsibilities:

- Delivery of high quality careers and education information, advice and guidance (CEIAG) to individuals and groups of students.
- To work in the Futures Team, providing guidance and support in finding the best sources of information, and to develop students' independent learning and research skills in order to best support their next steps after college.
- To provide opportunities to develop and enhance their employability skills in readiness for the workplace.

Main duties:

- To contribute to the development and implementation of a high quality careers and educational guidance service.
- To provide CEIAG to individuals and small groups of students in the form of one-to-one support, small group meetings and workshops to help with career planning, including helping individuals assess their skills, interests, values, and strengths to better understand potential career paths, offering information on various industries, job roles, qualifications, and career development opportunities and support individuals looking to change career paths, or those who lack career planning skills.
- To deliver a programme of activities that provide all students with opportunities to enhance their enterprise and employability skills, including guiding individuals on how to acquire additional skills, such as through online courses, certifications, or part-time work.
- To deliver a programme of activities that provides all students with job and progression search skills including where to search for jobs, assisting with the creation or enhancement of CVs, cover letters and personal statements to increase job/apprentice/Ucas application success, coaching young people on interview techniques, including mock interviews.
- To contribute to careers events, talks and visits to support student progression to higher education, employment, apprenticeships or other higher level training.
- To promote the CEIAG provision to students through induction, group work, workshops and pastoral mentor sessions.
- To attend relevant CEIAG meetings and events as required.
- Keep accurate and up-to-date records of CEIAG activities, including information and statistics about users of the provision.

- To be responsible for the planning and regular maintenance of the careers library, including information leaflets and online resources, actively researching and reviewing the most up-to-date resources.
- To support students to source relevant work experience placements and other employability development opportunities.
- Keep up-to-date with job market information and provide the relevant and correct information on the job market, including trends, demands, and growth sectors.
- To work with internal and external partners to ensure that students receive accurate and up-to-date information, advice and guidance.
- Forge links with local, regional and national employers to engage them in providing CEIAG opportunities for students.
- To obtain feedback from students, teachers and partners on the delivery of the service, and to produce regular summaries and reports including recommendations to improve the service.
- Liaise with progress mentors to ensure students are prioritised according to need and to gain full information on intentions/next steps.
- Liaise with Career Academy Leads to ensure relevant elements of the programme are resourced and provided for.
- Attend college department meetings and contribute to the team's self-assessment report.
- Comply with the college's safeguarding procedures and contribute to making the college a safe learning environment.
- Adhere to the college's health and safety policy.
- Participate in the development of equal opportunities, diversity and inclusion.
- Undertake any other duties within the grade as required by the college.

Summary of main terms and conditions

Salary	Salary - Point 15-17 on the support staff scale currently £27,804 to £29,579 for a staff term time only plus 10 additional days role.
Working hours	36.25 hours per week (normally 8.30 am to 4.30 pm) over 5 days, college term time only. You are expected to attend a weekly departmental meeting which may take place outside the core day. Some flexibility in the hours worked will be expected, this could include some work in evenings and at weekends
Pension scheme	You will be auto-enrolled into the Local Government Pension Scheme
Safeguarding	The Blackpool Sixth Form College is fully committed to safeguarding and promoting the welfare of all students, staff and visitors. All posts, including volunteers, are subject to enhanced DBS (Disclosure and Barring Service) clearance. All shortlisted applicants will be asked to complete a self-declaration of any criminal record or information that will make them unsuitable to work with children. Any offer of employment may be withdrawn should any information come to light that has not been included in the self-declaration. Please note that we reserve the right to review your online presence in line with the keeping children safe in education guidance.
Payment	Your salary will be paid on the last working day of each month by BACS transfer.
Health	Appointments to the college are subject to satisfactory health clearance. You will be required to complete a health questionnaire and may be asked to attend a medical.
References	Two references will be required on application; one must be your most recent employer. Should we not receive these references when requested from the referee you may be asked to follow these up or provide an alternative referee.

Reviews	You will have regular reviews to assess your progress and set targets.
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Person specification for Careers Advisor

In the person specification you will see how we are planning to assess these criteria, through your application (A), in a task at the assessment centre or at the interview (I) as part of the assessment. If something says we will be assessing it through your application, please make sure we know about it in your personal statement so that you have the best chance of being shortlisted.

	Assessed at...
Your qualifications...	
These are the qualifications you need to have to be considered for shortlisting, without these you won't be considered for appointment. You will need to bring your qualification certificates with you on the day of the assessment centre so we can take a copy.	
Level 6 qualification in Career Guidance and Development	A, I
Diploma in Advice and Guidance/NVQ 4 or other equivalent professional guidance qualification or willing to work towards this	A
Prepared to undertake specific training	A, I
You've got...	
These are the essential things that you have so you can do the job, without these you won't be considered for appointment.	
Experience of working successfully with young people	A, I
Experience in careers education and guidance and/or related areas including recruitment, training or apprenticeships	A, I
The ability to develop effective relationships with students during 1:1 and small group guidance sessions	A, I
The ability to agree stretching personal targets with young people	I
The ability to work effectively with internal and external stakeholders with a commitment to high quality customer care at all times	A, I
Excellent presentations skills, ensuring engaging delivery	A, I
The skills to demonstrate a commitment to equal opportunities and an understanding of its relevance to the role	A, I
Excellent organisational skills and the ability to prioritise and meet deadlines	A, I
Excellent written and verbal communication skills, including excellent literacy skills	A, I
Strong administrative and IT skills including the use of electronic documents, spreadsheets, email and cloud-based programmes.	A, I
A commitment to safeguarding and promoting the welfare of students	A, I

It would be good if you had...

Whilst **not essential**, it would help in the role if you had any of the below.

Working within a school, college or similar establishment	A
Proven networking abilities	A, I
Industry knowledge in a specialised area	A, I

Date of issue: April 2025