

# Bridgwater and Taunton College Trust

Careers and Employability Advisor.



**Careers and Employability Advisor.  
Grade: BTCT Band 06. Scale 10-12.**

The success of the Bridgwater and Taunton College Trust will be underpinned by two fundamental beliefs:

**Students come first:** First and foremost, the purpose of the Trust is to enable students to achieve their potential, and it is this principle that drives how we make decisions and how we act. It is expected that anyone who joins or forms part of the Trust shares this philosophy.

**We are team players:** Whilst every colleague has a specific role to fulfil, we expect all staff to communicate with compassion, treat others with positive regard, collaborate and behave with professionalism. In our colleagues we seek energy, passion, initiative and cooperation, as well as acting in a way that promotes a positive image of the Trust in the wider community.

## **Our values**

We are ambitious, collaborative and inclusive.

We believe that every role contributes to our students achieving. We are a values driven organisation and strongly feel a shared sense of purpose. We behave in a way that puts our students at the forefront of our actions and decisions making, we champion equality of opportunity and respect our colleagues, our students and our community. We believe passionately that all individuals are entitled to learn and should be encouraged to do so.

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### Core Purpose

To provide an effective impartial careers service tailored to the needs of individual learners and prospective learners.

### Main Responsibilities

The responsibilities of this role could vary as a result of new legislation, changes in technology or policy changes. This job description is not an exhaustive list of tasks of the role.

- Work closely with curriculum and external partners to deliver a high-quality programme.
- To host Employer and UCAS events and learner centred workshops within the college while supporting the college to maintain a positive profile within the employability agenda.
- Develop and maintain careers and employability related College links to the website.
- Work with the Deputy Head to ensure Gatsby benchmarks are achieved.
- To provide careers and employability advice to students on a “drop in” and appointment basis.
- Support learners to become aware of employability skills and assisting them in completing application forms, producing CVs, covering letters, and developing interview techniques.
- Deliver workshops on range of topics, including apprenticeships, further education and higher education.
- Research progression opportunities for students.
- Provide information and advice to parents and carers as required.
- To provide information, advice, and guidance to applicants both on “a drop-in” basis and appointments at specific times during the working week.
- To assist with the development and implementation of the College’s careers policy and meeting the Gatsby benchmarks.
- Keep accurate records of guidance interviews, including where appropriate an action plan.
- Provide reports and statistical information for the Deputy Head as required.
- Work in partnership and maintain effective links with employers, training providers, HE and other relevant organisations.
- Participate in training and visits to ensure up-to-date knowledge within employment and education.
- Liaise and work with external organisations and internal staff to ensure that College is working towards widening participation and other college wide objectives.
- Participate in marketing (including attending school's events) events as necessary.
- Ensure that service provided is in line with Equal Opportunities legislation, Disability Discrimination Act, Data Protection Act and other relevant legislation.
- To carry out any other duties reasonably falling within the purview of the post.

### Other Duties

- To attend mandatory training courses, e.g., Child Protection, Equal Opportunities and Health and Safety related courses

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- To promote and celebrate an approach of equality, diversity and inclusion for all colleagues, students and external stakeholders.
- Responsible for the health and safety of themselves and others
- Responsible for the safeguarding of and promotion of wellbeing for both children and colleagues
- To be a team player and contribute towards the vision, culture and ethos of the Trust
- From time to time you may be required to carry out other duties commensurate with the role.

### Person Specification

Area to be assessed	Essential criteria	Desirable criteria
<b>Safeguarding</b>	Must be able to demonstrate a commitment to the safeguarding and well-being of children and young people.	
<b>Qualifications/Experience</b>	<p>Minimum of Level 6 qualification in IAG, Careers Guidance or related area. Or willingness to be trained to achieve this qualification.</p> <p>Good level of literacy and numeracy.</p> <p>Experience of providing careers advice.</p> <p>Ability to design and deliver effective careers and employability workshops.</p> <p>Knowledge of and experience of using a variety of up to date careers information and resources.</p>	
<b>Knowledge/Skills</b>	<p>Knowledge of current educational and employment related progression routes for young people.</p> <p>Excellent organisational and planning skills.</p> <p>Excellent communication skills - both written and inter-personal.</p>	

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	<p>High quality of presentation skills.</p> <p>Highly developed problem solving skills to deal with complex and difficult situations autonomously.</p> <p>Ability and willingness to use own initiative.</p> <p>Good IT skills and ability to both use and provide support to students using interactive technology.</p> <p>Knowledge of current recruitment practices and labour market information.</p> <p>Experience of using social media resources to support careers guidance.</p>	
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