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| <b>Job Title</b>       | Careers & Progression Co-ordinator (0.8 Part Time) |
| <b>Salary Scale</b>    | NJC Scale 6 (18-22) (39 weeks per year)            |
| <b>Programme Area</b>  | Careers  |
| <b>Responsible To</b>  | Deputy Principal                                   |
| <b>Responsible For</b> | N/A  |
| <b>Number in Post</b>  | 1  |
| <b>Date Drafted</b>    | September 2024                                     |

| <b>Job Purpose</b>   |
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| <p>To deliver and co-ordinate a quality programme of CEIAG activities and events at LIPA Sixth Form College.</p> <ul style="list-style-type: none"> <li>➤ To create Careers programme and scheme of work.</li> <li>➤ To create and review the careers policy</li> <li>➤ To record data to ensure we are meeting the 8 Gatsby Benchmarks and Provider Access Legislation</li> <li>➤ To capture Destination Data</li> <li>➤ Personal Guidance Support</li> <li>➤ Student Recruitment – To attend school events and contribute to the student recruitment strategy.</li> <li>➤ To build relationships with schools and ensure positive school liaison.</li> </ul> <p>To contribute, as required by the College Senior Leadership Team to a range of services required across the LIPA Sixth Form College.</p> |

| <b>Major Tasks</b>  |
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| <p>The Post Holder would be expected to develop, promote and co-ordinate the following:</p> |

1. All UCAS & UCAS Conservatoire activities;
2. Progression to HE and/or Employment;
3. Cross college activities related to CEIAG;
4. Learner Support & Supervision

As well as undertaking duties common to all staff.

## **Job Activities**

### **Major Task 1 – UCAS & UCAS Conservatoire activities**

1. To coordinate UCAS applications for all students;
2. To act as an advisor for student financial and accommodation issues;
3. To support staff in delivering UCAS tutorials and writing references;
4. To provide students with support and guidance in relation to writing personal statements;
5. To offer students support and advice in choosing appropriate destinations;
6. To assist students with interviews when necessary;
7. To establish an alumni framework.
8. To track students' progression throughout the year and likely destination and later confirmed destination
9. To create and deliver presentations to support with the UCAS and CUCAS application cycle and student finance
10. Regular communication with all stakeholders across the organisation in relation to CEIAG at LIPA Sixth Form College.

### **Major Task 2 –Progression to HE and/or Employment**

1. To identify & co-ordinate relevant speakers and organisations to deliver tutorial activities, talks or drop in sessions for all students.
2. To coordinate Careers and Higher Education Progression activities;
3. Tracking and monitoring of all destination data and progression routes of former students;
4. To liaise with LIPA's Widening Participation Team when appropriate.
5. To interview students in a 1:1 basis or in small groups as appropriate and ensure students have a transition and plan accordingly.

### **Major Task 3 - Cross College activities relating to CEIAG**

1. To review, develop & deliver the CEIAG programme throughout the academic year for LIPA Sixth Form College for both Year 12 and Year 13;
2. To liaise with students and parents in relation to CEIAG;
3. To contribute to prospective student engagement activities;
4. To coordinate student mentor training and deployment;

5. To contribute to the development of social media and the college website as a means of keeping learners and parents up-to-date with specific focus on CEIAG;
6. To support work experience within departments when necessary;
7. To support students with job applications;
8. To contribute to the Cross College Personal Development Tutorial and Enrichment Programme;
9. To contribute to the development / success of student induction programmes.
10. To facilitate Careers Fair Event
11. Organise UCAS Create Your Future Trip
12. To keep up to date with labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies and disseminate this information to the SLT.

#### **Major Task 4 – Learner Support & Supervision**

1. To prioritise 1:1 intervention for vulnerable students (PP, SEND, LAC) in years 12 to 13 inclusive.
2. To liaise closely with SENCO and Deputy SENCO and LA on statutory requirements for SEND students ensuring statutory guidance is met.

The post holder will be based within our Learning Resource Centre for part of the working week. This may sometimes entail supporting some learners with basic literacy and numeracy as well as supervising groups of students who will be using the space as a study area outside of their timetabled lessons.

#### **Common Duties**

1. To work flexibly including contributing to College work projects of a general nature;
2. To actively participate in individual appraisal and professional development as required;
3. To carry out duties at all times with due regard to Equality and Diversity, Health and Safety and other College policies as agreed and revised from time to time;
4. To implement The LSFC Safeguarding Policy and promote the welfare of students;
5. Identify training and development needs and request training;
6. To liaise with individual teachers and departments in relation to the learning of individual or groups of students.
7. To undertake other duties from time to time that as deemed necessary and relevant by your line manager and which are within the remit and scope of your grade.

#### **Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

**Location:**

The job is initially located on the Sixth Form College's site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location with the Multi Academy Trust as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

This is a part time post (0.8), and you are expected to work such hours as are necessary in order to fulfil your duties and responsibilities. You will 30 hours per week, initially 8.30am-4:30pm, 4 days out of 5, Monday - Friday for 39 term time weeks as directed by your line manager or the Principal of the Sixth Form College. The hours of work may be subject to change in circumstances where the needs of the service may evolve.

A minimum of a 30-minute lunch break per day is incorporated into the working time above, which is unpaid.

Some weekend and evening working will, occasionally, be required.

**Person Specification – Careers & Progression Co-ordinator**

|   |           | <b>To be identified by:</b>   |
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| <b>Education and Qualifications:</b>  |           |                               |
| Level 6 Careers Guidance Qualification  | Desirable | Application Form/Certificates |
| A degree  | Essential | Application Form/Certificates |
| <b>Experience:</b> applicants should be able to demonstrate recent and relevant experience of:        |           |                               |
| Experience of working within an FE College, School or educational setting                             | Essential | Application Form/Interview    |
| Experience of delivering CEIAG events & activities within an educational setting                      | Essential | Application Form/Interview    |
| Experience of working with & co-ordinating UCAS   | Essential | Application Form/Interview    |
| Experience of working with post-16 students   | Desirable | Application Form/Interview    |
| Experience of working with post-16 students   | Desirable | Application Form/Interview    |
| <b>Knowledge, Skills and Ability:</b>   |           |                               |
| Excellent and fluent communication and organisation skills  | Essential | Application Form/Interview    |
| Ability to work well under pressure and plan effectively to meet both internal and external deadlines | Essential | Application Form/Interview    |
| Computer Literate   | Essential | Application Form/Interview    |
| Capacity to problem solve in a collaborative setting  | Essential | Application Form/Interview    |

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| Ability to remain outcome-focused  | Essential | Application Form/Interview |
| Skilled in behaviour management with an ability to supervise groups of students                        | Essential | Interview                  |
| Ability to work flexibly and plan own time and workload  | Essential | Interview                  |
| An understanding of current and developing career patterns within the performing arts                  | Essential | Interview                  |
| Familiarity with the Further Education landscape, study programmes, Safeguarding and OFSTED procedures | Essential | Interview                  |
| An understanding of the statutory duties in relation to CEIAG and Gatsby Benchmarks                    | Essential | Interview/Application Form |
| Ability to obtain enhanced DBS clearance satisfactory to LIPA Sixth Form College                       | Essential | Application Form           |
| Basic competency in the use of MS Office, Office 365, Google Classroom and school MIS.                 | Essential | Interview                  |
| Be approachable, positive, flexible and enthusiastic with a good sense of humour                       | Essential | Interview                  |
| Demonstrate a high level of commitment and professionalism   | Essential | Interview                  |
| Be a good team player  | Essential | Interview                  |
| <b>Other:</b>  |           |                            |
| Commitment to undertake in-service development   | Essential | Interview                  |
| Commitment to safeguarding and protecting the welfare of young people.                                 | Essential | Application Form/Interview |