

LIPA SIXTH FORM COLLEGE

Careers & Progression Co-ordinator

30 hours per week (4 days per week, 8:30-4:30pm)

Term time (39 weeks)

NJC Pay Scale: 18-22 (FTE £30,559-32,654)

Actual salary £20,968.17-£22,402.92

Permanent

Part of LIPA Multi Academy Trust (which includes LIPA School), we opened The LIPA Sixth Form College in September 2016 as a new, creative and performance arts-focused Free School for young people aged 16-18.

We are looking for a dedicated and experienced Careers & Progression Co-ordinator to join our support team. Key job roles include creating a Careers programme and scheme of work, co-ordinating UCAS applications for all students, tracking and monitoring student destination data, offer personal guidance support to students and prioritising 1:1 interventions with vulnerable students, building good relationships with schools and contributing to the student recruitment strategy. More details on this post can be found on the job description attached.

The successful candidate must have experience of working within an FE College, School or educational setting and experience of delivering CEIAG events & activities. A Level 6 Careers Guidance Qualification is desirable.

You will need be able to obtain satisfactory DBS clearance for this position.

In return we offer a competitive salary, Employee Assistance Programme and a Local Government Pension Scheme,

Closing date for applications: Wednesday 10th January 2025 at 12pm.

Early application is advised as this vacancy may close early if we receive a good response.

You can download the attached application form and further details for this post. CVs will not be accepted. Please can you send your application to hr-enquiries@lipaprimary.org.

Our commitment to Equal Opportunities

As an equal opportunity's employer, LIPA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual

orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We are committed to working together to create an inclusive environment that offers equitable opportunities for all, pursuing our vision to be a leading vocational training institution.

As part of our Strategic Plan, we are seeking to increase the diversity within our community and would particularly encourage applications from under-represented groups, such as people from Black, Asian and minority ethnic groups, people with disabilities and those identifying as female, non-binary or transgender.

Appointments will always be made on merit.

LIPA Multi Academy Trust – company No. 08825752.