

Job Purpose:	To contribute to the fulfilment of the College vision by taking on responsibility for the delivery of the college's employability strategy, overseeing our careers advice and guidance programme and ensuring that we meet the expectations of the Gatsby Benchmarks. Whilst also developing a productive network of industry contacts and opportunities with a focus on green skills and sustainable careers.
Responsible to:	Assistant Principal – Student Care, Guidance & Progression
Responsible for:	Work Experience Coordinator and team members
Annual Salary:	PO 5 of the NJC SFCA Support Staff Salary spine, Points 26 – 29
Hours of Work:	37 hours a week, Full Year
Holidays:	24 days per year, (29 after 5 Years' service) and 8 bank holidays
Pension:	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

Key Responsibilities:

- Lead responsibility for managing and evaluating the operational aspects of careers and employability in the college, and providing the expertise and insight to support strategy and policy.
- Research current and future growth opportunities in the green jobs sector in the local and regional labour market to inform college plans.
- Develop links and relevant pathways agreements with key regional FE and HE partners to support green career pathways.
- Scope, develop and evaluate a community-connected live brief pilot to engage students with sustainability goals.
- Building productive relationships with key regional and national apprenticeship providers, developing opportunities for students and promoting awareness among students, parents and families.
- Develop and lead workshops on sustainable employability skills, appropriate to the level and ambitions of our various student cohorts.
- Oversee the development and administration of WEX and volunteering opportunities, including line management.
- Act as SPOC for key careers and enterprise partners (e.g. Form the Future and Career Ready) to maximise value, and upscale, promote and evaluate mentoring and skills programmes.
- Oversee and develop new opportunities for student enterprise, volunteering and activity.
- Collaborate with Directors of Student Care, Guidance and Progression to embed CEIAG provision in curriculum and through extra-curricular activities and initiatives, and quality assure against key benchmarks.
- Quality assure college CEIAG provision, including the attainment of nationally validated quality award, evaluating progress against key benchmarks, and regularly completing the Compass Tool.
- Analysing data to identify and provide targeted 1:1 support for 'at risk' students, developing and monitoring interventions for those at risk of becoming NEET.
- Ensuring the availability of impartial, accurate and up-to-date careers and employability resources to both students and parents and families.
- Support curriculum leaders to ensure that employment related content is included in course team planning, and is reviewed as part of the college self-assessment process.

- Work with course and curriculum leaders to facilitate productive subject-related content, including speakers, employer encounters and other relevant industry experiences for students.
- Support the leadership team with data and reports on destinations of leavers in accordance with DfE and OFSTED requirements.
- Responsibility for the CEIAG training of key staff in the careers and employability area.

GENERAL

- To take part in College's Professional Review and Development Scheme (PRD)
- To contribute to cross-college quality improvement and policy development
- To be responsible for compliance with the College's Health and Safety policies and procedures
- To contribute to the College responsibility for safeguarding and promoting the welfare of young people
- To observe the college's commitment to equal opportunities
- Assist the College to remain compliant with all GDPR regulations
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION - CAREERS AND EMPLOYABILITY LEAD		
SPECIFICATION	ESSENTIAL	DESIRABLE
Education / Training	<ul style="list-style-type: none"> • CEIAG LEVEL 6 or equivalent recognized guidance qualification • Degree or equivalent 	
Relevant Experience	<ul style="list-style-type: none"> • Experience of managing projects and organising workload effectively • Knowledge of the local and national employment market 	<ul style="list-style-type: none"> • Experience of leading and managing a team • Experience in a post-16 setting • Experience of delivering interactive workshops to groups and large audiences • Knowledge of the post-16 environment and a recognition of issues related to careers provision in this setting • Employment experience outside a guidance environment • Experience of establishing effective internal and external stakeholder relationships
Skills / Aptitudes	<ul style="list-style-type: none"> • Excellent leadership skills • Effective decision making, problem solving, planning and organising skills • Excellent computer skills, with experience of using Microsoft Office, including Word, Excel, PowerPoint and both Outlook email • Well-developed self-management skills including the ability to prioritise tasks and manage own work load 	<ul style="list-style-type: none"> • Ability to manipulate and analyse data sets • Experience in the use of relevant professional social media

	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills with the ability to listen and react to different stakeholders appropriately, building trust and ensuring confidentiality • Excellent team-working skills • Excellent presentation and group working skills • Design and delivery of initiatives and activities to enhance graduate employability • Ability to build effective working relationships both within Long Road and externally • Good research skills i.e. locate, utilise and manage information quickly and effectively • Effective writing and analytical skills to produce verbal and written reports 	
Other requirements	<ul style="list-style-type: none"> • Interest in educational needs of students • Professional self-presentation and attitude • Motivated and enthusiastic • Flexible attitude to working hours • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people • Commitment to the College's ethos and values • A commitment to deliver excellent standards of service for young people 	

Reviewed	December 2021
Reviewed by	Harriet Riches