



Ernest Bevin College

Job Description

Salary: Scale 3 £3,338- Scale 4 £3,650 (depending on experience) 6 hours per week, Pro-Rata

Scale 3 £6,676- Scale 4 £7,299 (depending on experience) 12 hours per week, Pro-Rata

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| Title: Independent Careers Advisor | Salary Scale: As above |
| Supported by and reporting to: Vice Principal | Assisted By: Teaching and support staff |

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| Personal and Professional Conduct | <ul style="list-style-type: none"> • Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries. • Have regard to the need to safeguard students' well-being, in accordance with statutory provisions. • Show tolerance of and respect for the rights of others. • Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. • Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law. • Have a proper and professional regard for the ethos, policies and practice of the college, and maintain high standards in their own attendance and punctuality. |
| Set high expectations which inspire, motivate and challenge students | <ul style="list-style-type: none"> • Establish a safe and stimulating environment for students, rooted in mutual. • Demonstrate consistently the positive attitudes, values and behaviour which are expected of students. |
| Qualifications | <ul style="list-style-type: none"> • The successful candidate will have IAG level 4+ (fully qualified guidance advisers are Level 6) + GCSE Maths and English |
| Role | <ul style="list-style-type: none"> • To be part of the College Careers service, handling emails, phone calls, face to face (drop-in and pre booked appointments). • To hold 1:1 or small group interviews with students. Offering accurate and relevant information, advice and guidance on CV, applications, job hunting and interview techniques. • To help students identify skills gaps and how to deal with them - Helping students to create action plans for employment, education and training and supporting them to achieve these goals - Ensuring effective signposting of enquirers to appropriate services where appropriate. • To support the promotion of employability and work experience, e.g. volunteering opportunities, internships and job opportunities. • 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. • To liaise with academic and professional service departments and third parties to provide a joined up service to students. • To undertake appropriate staff development and professional training in line with the business objectives of EBC. • To work within the policies of Health and Safety and Equal Opportunities. • To maintain accurate records relation to student interviews. |

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**Independent Careers Advisor
Person Specification**

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| CRITERIA | ESSENTIAL | DESIRABLE |
|---|--|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> • Qualification in careers advice • 5 or more GCSE's (including English and Maths) at grade C or higher. Or the equivalent | <ul style="list-style-type: none"> • To be educated to degree level in relevant subject • Evidence of further study and CPD |
| EXPERIENCE | <ul style="list-style-type: none"> • Successful experience of managing areas and projects • Experience relevant to the role • Experience of working with children and young people in a paid or unpaid role | <ul style="list-style-type: none"> • Experience of leading projects/initiatives in a whole College setting |
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> • Knowledge of the content, structure and processes of the role • Represent the College on or off site and have an understanding of the importance of the College within the community • Use initiative, and have well developed incisive analytical and problem solving skills • Monitor and evaluate procedures effectively • Communicate effectively with students, parents and other colleagues at all levels orally and in writing • Work under pressure • Organise and develop effective systems • Relate to young people • Take initiative and work independently • Work to high levels of accuracy • Prioritise and plan to ensure completion of tasks • Good negotiating skills • Good level of skills in relation to MS Office packages, including Word and Excel. • Able to interpret data | |
| PERSONAL QUALITIES AND CHARACTERISTICS | <ul style="list-style-type: none"> • Be innovative and creative in developing solutions • A record of reliability and integrity • Excellent attendance record • Humour, optimism and ambition • Self-motivated • Be hard working and emotionally resilient, able to work under pressure, able to prioritise and | |

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| | <p>be flexible working to deadlines</p> <ul style="list-style-type: none"> • To be able to understand and be committed to equal opportunities for all members of the College community • A commitment to safeguarding and promoting the welfare of children. | |
| SPECIFIC TO THE POST | <ul style="list-style-type: none"> • A commitment to target setting and the monitoring of progress towards such targets. • A commitment to development planning and development of effective monitoring and evaluating strategies • An awareness of the importance of confidentiality and data protection. • Conversant with relevant educational issues and developments within the specific field but also in more general areas | |