

Post Title: Careers Coach
Responsible to: FAB Futures Manager

Purpose of the Role

- To be an empowered professional who contributes to the development and delivery of the CEIAG strategy within the College, ensuring all students have access to impartial careers advice and guidance that develops their ability to make informed choices about their pathway through education and into employment.
- To ensure the CEIAG strategy is delivered in alignment with the GATSBY benchmarks and that this remains a visible and accessible element of College life.
- To be champions of learning opportunities as a means to a better life for all, sharing the tools and developing the networks that will support our students to continue to make informed careers choices in the future.
- To support curriculum areas by ensuring that employability is embedded into all aspects of learning.
- To ensure labour market information, local, regional and national agendas are utilised in a way that is relevant to developing the aspirations and career plans of students at the College.
- To ensure the College gains and retains ambitious quality standards and awards relevant to CEIAG.
- To ensure systems are in place and maintained to capture the required evidence of effective delivery of CEIAG and to undertake a continuous cycle of improvement that is influenced by the stakeholders of the service, e.g. students, parents, staff, employers.

Duties

1. Conduct 1:1 careers interviews with all 16-18 learners that support their understanding of the importance of developing their employability skills and career planning, including students with special educational needs (16-24).
2. Offer and conduct 1:1 group careers interviews with adults and HE students, developing the skills needed to make informed decisions.
3. Advising on all aspects of support funding to remove barriers to accessing educational opportunities, e.g. providing support Advanced Learner Loan & HE loan applications, bursaries and grants.
4. Design and deliver employability workshops in tutorials that reflect the latest labour market information and promote areas of opportunity.
5. Prepare and deliver bespoke employability courses (inc mock interviews), ensuring a cycle of review and feedback that informs development.
6. Make appropriate network contacts that enable you to engage employers for careers talks both cross college and sector specific.
7. Lead on careers and employability events, building and developing a full academic calendar of events that are effectively promoted and accessed by students at the College.

8. Undertake campaigns across the College that are relevantly themed to showcase careers, opportunities, LMI and the importance of employability to future careers (produce high quality materials for promotion, posters, social media, TV screens)
9. Produce suitable lesson materials for delivery by the team and teaching colleagues, directly related to the delivery of careers education
10. Deliver a range of tutorials including progression to HE and support Personal Tutors with students in next step decisions, including providing 1:1 interviews for all those identified as unsure of their next steps.
11. Undertake presentations to parents and key stakeholders and deliver curriculum training and development in accordance with the CEIAG strategy.
12. Enhance the college strategy for parental/carer engagement so that students have access to a wide and informed support network.
13. Support the apprenticeship screening process including new applicants, progressing students by providing CEIAG and assessing work readiness, making appropriate recommendations for the next step and supporting informed choices. Actively support the on-going development of a strong talent pool for apprenticeships.
14. Support progression to HE both internally and through UCAS including driving UCAS applications, the writing of personal statements and ensuring tutor references.
15. Co-ordinate, monitor and report on UCAS applications/University Centre applications in an accurate and timely manner.
16. Provide support at cross College events, enrolment and be an ambassador for the College at relevant external events.
17. Work with the wider FAB Futures team to ensure the effective delivery of the 3 core strategies, Careers & Employability, Work Experience and Progression & Destinations
 - Sharing your knowledge and experience with the wider team and supporting colleagues in the advice they communicate with others.
 - Participate and support all events around the core strategies.
 - Ensuring strong links with work experience as a key strategy for improving employability skills in students.
18. Keeping own records meticulously and updating all relevant systems with careers information that ensures all staff have a full view of the students ambitions.
19. Keeping abreast of all reporting requirements within CEIAG and ensuring you take ownership of contributing effectively and meeting all deadlines, whilst working on your own initiative to meet challenging targets.
20. Contribute to the delivery of and continuous cycle of improvement of strategies and policies relevant to your area of work, particularly as a key influencer of the CEIAG strategy that will require you to keep abreast of external elements such as the Gatsby standards.
21. Take an ambitious lead role in acquiring and maintaining all relevant quality standards.
22. Identify own training needs and participate in staff development activities in consultation with your Manager to keep abreast of developments in the principal area of work.

23. Ensure that safeguarding learners and the Prevent agenda is at the heart of all activity undertaken by yourself and the wider work experience team.
24. To follow strictly the requirements of the College's Health, Safety & Environment Policy and Equality/Diversity Policy.
23. You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

Required Qualifications

- GCSE Maths and English grade 4 (C) qualifications or above. Equivalent may be accepted..
- Level 6 Careers Guidance qualification or Post Graduate Careers qualification.

Required Knowledge and Experience

- Appropriate working knowledge of Microsoft Office.
- Experience of working in an advisory capacity with individuals and with groups, preferably within an educational environment.
- Experience of Customer Service.
- Knowledge and experience of Business Administration procedures in terms of keeping accurate records, producing reports and statistics and working to targets and deadlines.
- Knowledge and experience in the use of a variety of software packages.
- Knowledge and experience in negotiation and influencing people in a way that effects positive change in outlook, behaviour or attitude.
- Knowledge and experience of supporting decision making and developing independent decision making skills.
- Public speaking and presenting.

Desirable Knowledge and Experience

- Knowledge and experience of supporting those with special educational needs to take positive steps forward.
- Experience of delivering strategy with a focus on Careers Education.
- Experience of achieving quality standards.
- Working with adults to achieve positive progression and outcomes.

You will be required to travel to meet with clients and partner organisations. You may be required to work at or from any building, location or premises of Wigan & Leigh College and any other establishment where Wigan & Leigh College conducts its business.

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

December 2023