**Job Description**

**Aspire Careers Advisor**

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| **Line Manager** | Aspire Coordinator |
| **Responsible to** | Partnership Cluster

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| **Hours** | 37 hours per week  |
| **Salary** | Point 19A £25,030 per annumFixed term 6-month contract  |

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| **Job Purpose** | Delivery of the UniConnect’s Aspire mentoring programme across Halesowen College, and the provision of an impartial and confidential Information, advice and guidance service. This includes monitoring and reporting of progression statistics and the development of internal and external partnerships to enhance service quality.  |

**Key Responsibilities**

* Plan and deliver high quality and innovative access and widening participation activities which is targeted to Aspire students in Halesowen College
* Develop and maintain communications with the College’s Aspire students, regularly offering impartial information, advice and guidance about their post-18 study options
* Support and direct other staff and external providers to widening participation opportunities
* Collect and analyse student feedback in order to ensure the College offers a relevant and current outreach programme to students
* Work collaboratively and provide accurate reporting to UniConnect colleagues at Halesowen College
* Actively promote targeted HE access programme and activities/events to students at Halesowen College

**Under DBS Legislation and Guidelines this is a Regulated Activity**You are required to meet the specifications of the College’s Data Protection Policy and the principles of the General Data Protection Regulation as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

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**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

There is a duty not to discriminate against staff, students, parents, guardians or potential students by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles at work.

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7552.

It is registered at present for 29 children in the early years age range. The baby room caters for 9 babies.

**Information Technology**

The College has around 2500 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

Electronic communication between students and staff must only be via College network accounts (not personal email accounts).

**Health and Safety**

The College and its employers have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College’s Health and Safety Policy.

**Smoking**

Halesowen College is a designated smoke-free environment within the parameter of all College property with the exception of “smoking shelters”. This rule applies equally to staff, Governors and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Disclosure and Barring Service Check**

All staff must undergo an Enhanced DBS Check and cannot commence employment until satisfactory clearance is received. All staff should attend relevant training on safeguarding children. Halesowen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment interview will explore an applicant’s suitability to work with children/young people.

*Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.*