



The Cheadle and Marple College Network

JOB DESCRIPTION – Careers & Guidance Officer (full time, term time only plus 2 weeks)

Salary Scale 5a pro rata of £26,071 (actual £23,199)

Primary Purpose

To work alongside the Assistant Principal, Recruitment, Progression and Communication to plan and provide outstanding IAG services for all potential students attending Cheadle College and Marple Sixth Form College (16-19 yrs and 19+ yrs)

To provide advice, guidance and information on 16-19 provision, HE, employment and training to potential students and students attending The Cheadle College and Marple Sixth Form College (16-19yrs and 19+ yrs)

To lead the College's Careers and Higher Education Programme including whole college IAG related events

To be responsible to the Assistant Principal, Recruitment, Progression and Communication.

To be involved / work alongside in the planning development and delivery of careers education with a particular focus on progression to higher education employment apprenticeships and training.

Accountabilities

- To work alongside the Assistant Principal to plan and provide outstanding IAG services for all potential students attending The Cheadle College and Marple Sixth Form College (16-19yrs and 19+ yrs).
 - To provide advice, guidance and information on 16-19 provision, HE, employment and training to potential students attending The Cheadle College and Marple Sixth Form College (16-19 yrs and 19+ yrs).
 - To lead the College's Careers and Higher Education activities.
 - To liaise with key stakeholders, both internal and external e.g. Tutors, Heads of Houses, House Monitors, Higher Education Admission Tutors etc.
 - To carry out advice and guidance interviews.
 - To plan and coordinate the work of the careers team across The Cheadle College and Marple Sixth Form College.
 - To interview applicants to the College.
 - To carry out presentations to large and small groups including students, staff and parents.
 - To provide advice to students and staff in relation to student applying to different progression routes. Higher Education, Employment, and Apprenticeships.
 - To advise and support students and colleagues to ensure the smooth operation of UCAS process.
 - To play a significant role in the development of Employability skills, including organising event within college and working with curriculum colleagues.
 - To establish and maintain effective links with external key stakeholders Higher Education Institutions, Employers, Training companies, Education providers and other organisations involved in providing progression opportunities to students.
 - To work alongside the Head of Transition, Liaison and Marketing and Communication to prepare materials for use in presentation and curriculum activities.
 - To make presentations on the college and its curriculum to small or whole year groups.
 - To promote and safeguard the welfare of any students with whom you come into contact.
 - To be aware of the colleges health and safety policies and data protection legislation.
 - To be aware of equal opportunities and to demonstrate these principles in all aspects of work.
 - To understand the College's Health and Safety Policy and to work within its guidelines.
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Additional Duties

- Any other duties as directed by your Manager
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