

JOB DESCRIPTION

JOB TITLE:	Learner Pathways Officer (Employability)
REPORTS TO:	Learner Pathways Lead
SALARY:	£28,634 (Actual £24,489)
WORK PATTERN:	37 hours per week / Monday – Friday / Term Time only
CONTRACT:	Fixed term to 15 th July 2027
LOCATION:	John Leggott College – Scunthorpe

Job Purpose

To lead and coordinate high-quality employability, employer engagement and work-related learning opportunities that support learners to develop the skills, knowledge and experiences required for successful progression into employment, apprenticeships, higher education, and other positive destinations.

The postholder will work collaboratively with curriculum teams, employers, universities, apprenticeship providers and external stakeholders to ensure all learners have access to meaningful employer encounters, industry experiences and progression opportunities that align with the College's Careers Education, Information, Advice and Guidance (CEIAG) strategy, Gatsby Benchmarks, and wider learner progression objectives.

Employability and Work Experience

- Coordinate and develop high-quality work experience, industry placements, virtual placements, and employer-led projects across the College.
- Support learners to identify, secure and successfully complete placements aligned to their career aspirations and progression goals.
- Ensure all work experience activity complies with current funding, safeguarding, health and safety and quality assurance requirements.
- Promote the development of transferable employability skills including communication, teamwork, resilience, leadership, professionalism, problem-solving and digital competence.
- Monitor learner engagement, participation and outcomes arising from work-related learning activities.
- Support curriculum teams to embed employability skills and employer-linked learning within study programmes.

- Develop innovative opportunities that extend learners' understanding of the workplace and future labour market opportunities.

Employer Engagement

- Build, maintain and strengthen relationships with local, regional, and national employers.
- Develop sustainable partnerships that create meaningful opportunities for learners.
- Coordinate employer talks, careers fairs, networking events, mock interviews, mentoring schemes, and sector-specific activities.
- Identify opportunities for employers to contribute to curriculum enrichment and industry-informed learning.
- Represent the College professionally at external networking events, employer forums and partnership meetings.
- Promote the College as a key partner in developing future talent within the region.

Learner Progression and Support

- Provide guidance and support to learners regarding employability, workplace expectations and progression planning.
- Support vulnerable learners and those with additional needs to access appropriate opportunities and achieve positive outcomes.
- Work with Progress Tutors, Careers Advisors, and curriculum staff to ensure learner experiences support intended progression pathways.
- Encourage aspiration, ambition, and confidence through participation in employability and enrichment programmes.
- Contribute to learner destination tracking and progression monitoring activities.

Careers Education and CEIAG

- Support the delivery of the College's Careers and Employability Strategy.
- Contribute to the effective delivery of Gatsby Benchmarks and careers-related quality standards.
- Assist with careers education activities that broaden learner awareness of employment sectors, apprenticeships, higher education, and alternative progression routes.
- Maintain awareness of labour market intelligence and emerging industry trends to inform learner support and programme development.

Digital Systems, Compliance and Quality

- Maintain accurate records relating to work experience, employer engagement activities and learner participation.
- Utilise College systems to record, monitor and report on learner engagement and outcomes.
- Produce reports and performance information for managers and quality review processes.

- Ensure compliance with College policies, funding body requirements, safeguarding procedures, health and safety legislation and data protection regulations.
- Contribute to self-assessment, quality improvement and service planning activities.

General Responsibilities

- Contribute to Open Events, Results Days, Enrolment, Parent Events and College promotional activities.
- Participate in staff development and continuous professional learning.
- Promote equality, diversity, inclusion and belonging throughout all activities.
- Safeguard and promote the welfare of young people and vulnerable adults at all times.
- Undertake any other duties commensurate with the grade and nature of the post.

The following aspects of the Role Description will apply in respect to the changing needs of learners with each new intake

- Offer support where occasionally it may be appropriate to provide to new students a transition programme during the summer holiday break on a voluntary basis
- Assist with the collation of information for students with support needs including participation in the interview and enrolment processes, supporting students on transition visits and liaising with students and parents before and during their time at college
- Undertake taxi and /or bus duties to ensure the safety of students
- Provide lunchtime supervision where necessary to ensure the safety of students
- Undergo appropriate training and provide basic medical/personal care assistance to students as needed

IN ADDITION TO THE ABOVE-MENTIONED ATTRIBUTES THE POSTHOLDER WILL BE EXPECTED TO:

- To support effective safeguarding of all young people throughout the College.
- To attend as necessary, meetings of all College Staff.
- To adhere to college policies and procedures e.g., Equality and Diversity, Health and Safety.
- Undertake any such other duties as may be required, commensurate with the post which do not change the character or purpose of the post which are necessary to maintain outstanding standards.

The job description is an outline of the key tasks and responsibilities and is not intended as an exhaustive list. The job may change over time to reflect the changing needs of the College, as well as the personal development needs of the post holder.

We strive for equality throughout the college and positively encourage applications from all sections of the community. The College has a strong commitment to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an enhanced DBS clearance.

LEON RILEY
Principal

Employee Signature ***Date.....***

Line Manager..... ***Date.....***

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Degree qualification or equivalent professional experience	E	AF Q
GCSE English and Maths – Grade C/4 or above (or equivalent)	E	AF Q
Level 4+ in Careers, Employability, Education or Coaching qualification	D	AF Q
Willingness to complete CPD training including Safeguarding training.	E	I
Skills & Abilities	Desirable /Essential	Assessment Method
Excellent communication and interpersonal skills	E	AF I
Ability to build strong relationships with employers and stakeholders	E	AF I
Strong organisational and project management skills	E	AF I
Ability to analyse data and produce reports	E	AF I
Ability to motivate and engage young people	E	AF I
Ability to prioritise competing demands and meet deadlines	E	AF I

Ability to work independently and collaboratively	E	AF I
Effective presentation and workshop facilitation skills	E	AF I
Experience & Knowledge	Desirable /Essential	Assessment Method
Experience working with young people	E	AF I
Experience of employer engagement, employability or work experience programmes	E	AF I
Experience organising events, workshops or learner activities.	E	AF I
Experience of maintaining accurate records and using management information systems	E	AF I
Experience developing employer partnerships	E	AF I
Understanding of CEIAG, Gatsby Benchmarks and Learner Progression	D	AF I
Relevant or similar experience of learning support role in post 16 educational setting	E	AF I
Personal Attributes	Desirable /Essential	Assessment Method
Commitment to learner success and progression	E	AF I
Positive, proactive and solution-focused approach	E	AF I
Commitment to Equality, Diversity and Inclusion	E	AF I

Commitment to continuous professional development	E	AF I
Professional, adaptable reliable	E	AF I
Additional Requirements	Desirable /Essential	Assessment Method
Enhanced DBS clearance	E	AF I
Ability to travel to employer locations and events	E	AF
Flexibility to attend occasional evening events and activities	E	AF
Full UK Driving Licence and Access to a Vehicle with Business Insurance	E	AF I