



JOB DESCRIPTION

JOB TITLE: Learner Pathways Team - Careers and Progression Advisor

REPORTS TO: Learner Pathways - Careers and Progression - Leader

SALARY: SSP12-15 (£29,544 - £32,199). Actual £26,680 - £29,078

WORK PATTERN: MATERNITY COVER - Full time, term time only + 2 weeks

PURPOSE OF THE ROLE

To provide direct careers and progression support from pre-entry, on-programme advice and career plans.

To support student through both UCAS and non-UCAS applications

To work closely with Pastoral Tutors, ensuring they have a constant picture of all career / progression opportunities

To link across to the employability functions to ensure learner experiences are supporting progression aims.

To support the tracking of all learners from pre-entry to post JLC destinations, working closely with the pastoral team and the employability function to ensure learner experiences are supporting progression aims.

KEY RESPONSIBILITIES

- Ensure the effective operation of an advice centre for students on all aspects related to preparing for destinations and progression, providing general and targeted careers and progression IAG for JLC students in the form of bookable 1:1 appointments and drop in sessions.
- Track progression aspirations and ultimate destinations of all learners throughout their time at college and support students in achieving progression goals throughout their Learner Journey to UCAS or non UCAS destinations.
- To support the development of creative and engaging Enrichment programmes including targeting our high-status applicants e.g Aspiring Medics, Aspiring Teachers and Oxbridge applicants.
- Organisation and delivery of focussed events, trips and other activities which support specific elements of HE and Non-HE progression ie. Careers fairs, University visits, employer talks and school liaison activities.
- When required to undertake interviewing and guidance for new applicants and support the enrolment processes in terms of IAG for study programmes, careers and progression.
- Promote JLC to external stakeholders in liaison activities and Open Day events.

Person Specification

AF = Application Form

Q = Qualification

I = Interview Process

Qualifications	Desirable /Essential	Assessment Method
Honours Degree or equivalent (or substantial relevant work experience)	E	AF Q
A strong foundation of qualifications to at least level 3	E	AF Q
A qualification and/or Experience in Careers Guidance	E	AF Q
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
A keen interest in becoming a Careers Advisor with sound research led understanding of the role	E	AF Q
Experience in providing UCAS and non-UCAS advice and guidance	E	AF I
A developing understanding of career planning, apprenticeships, and progression pathways to further or higher education	E	AF I
A developing Knowledge of current labour market trends, apprenticeship schemes, and university entry requirements	E	AF I
Postgraduate qualifications or further professional development in career advice or guidance would be advantageous	D	AF Q
Skills & Abilities	Desirable /Essential	Assessment Method
Excellent interpersonal and communication skills, with the ability to build strong relationships with students, staff, and external stakeholders	E	AF I
Strong administrative skills, including the ability to manage data, maintain records, and produce reports accurately	E	AF I

Ability to provide tailored careers advice to individual students based on their needs, aspirations, and abilities	E	AF I
A proactive approach to designing and delivering career-related activities and supporting progression-focused events for students	E	AF I
Competence in using digital tools and resources to support career guidance and planning	E	AF I
Strong organisational skills with the ability to manage competing priorities and meet deadlines	E	AF I
Experience in using career-related software or platforms to assist with career planning and development	D	AF I
Ability to contribute to the development of career guidance resources and materials	D	AF I
Experience & Knowledge	Desirable /Essential	Assessment Method
An emerging understanding of career planning, apprenticeships, and progression pathways to further or higher education	E	AF I
A developing knowledge of current labour market trends, apprenticeship schemes, and university entry requirements	E	AF I
Understanding of the education sector and the role of careers advice in student development	E	AF I
A commitment to staying updated with policies and developments in career guidance and educational progression	E	AF I
Experience working with students with a wide range of needs (e.g., SEND students, students from diverse backgrounds)	D	AF I
		AF

Familiarity with the UCAS system and higher education admissions process	D	I
Experience in leading or developing aspirational activities and events for students	D	AF I
Particular Requirements	Desirable /Essential	Assessment Method
Motivated and enthusiastic, with a passion for supporting young people in their career development	E	AF I
Professional, approachable, and able to act as a positive role model for students	E	AF I
A commitment to equality, diversity, and inclusion in all aspects of the role	E	AF I
Able to work effectively as part of a team and independently when required	E	AF I
A flexible and adaptable attitude, willing to contribute to other areas of the Learner Pathway Team as required	E	AF I
Understanding of safeguarding principles and the importance of promoting student well-being.	E	AF I
Suitability to work with children and young adults	E	AF I
Ability to work flexibly, including some evenings or weekends, to accommodate student needs and career-related events	E	AF I