

JOB DESCRIPTION

JOB TITLE:	Learner Pathways Advisor - Careers and Progression
REPORTS TO:	Learner Pathway Lead
SALARY:	SSP12- 15 £29,544 – 32,199pa Actual £26,680 – 29,078pa
WORK PATTERN:	37 hours per week, term time only + 2 weeks

PURPOSE OF THE ROLE

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

To support student through both UCAS and non-UCAS applications, A*spire, and specialist applications.

To work closely with Progress Tutors for learners in college to have a constant picture of all career/progression aims.

To link across to the employability functions to ensure learner experiences are supporting progression aims, including accessing extended opportunities.

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 i.e., 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.

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

- Work in any capacity, as directed by Learner Pathway Lead, to support all areas of the service, as need requires.
- To build relationships with students and advocate their views, opinions and needs.
- Achieve agreed targets and performance indicators across all areas of responsibility.
- Assist with general student support activities and additional events such as open evening's, results days, taster days and enrolments, as required.
- Access training and development opportunities, both internally and externally, to maximise job-specific skills and experience across the whole service.
- Work with partner colleges and other cross-college departments to deliver joint functions and service and strengthen cross-college regional provision.
- Work within a target-setting and quality improvement framework for the area, including benchmarking service and performance against key KPIs.
- Work with, meet with and support colleagues across different functions of the college in terms of the service for learners.
- Work in line with college policies – e.g., Health and Safety or Equality and Diversity.
- Support the safeguarding of learners at all times.
- Work within an allocated budget and comply with financial regulations.
- Explore and improve the use of social media and mobile technology as a communication tool for HE, Apprenticeship, enterprise, work experience, employability and enrichment research.
- Attend, as necessary, meetings of all College Staff.
- Explore operational links with local businesses and networks with a view to increasing business engagement in the learner experience (curricular and extra-curricular).
- Undertake any other duties, as may be required, commensurate with the post, in order to maintain or improve 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
Honours Degree or equivalent (or substantial relevant work experience)	E	AF Q
Willing to work towards Level 6 qualification in Careers Guidance or a related field (e.g., Careers Advisor qualification).	E	AF Q
Good standard of Level 2 education – 5 A-C 4- 9GCSE's including Maths and English	E	AF Q
Additional qualifications or training in career coaching or student progression	D	AF Q
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
A keen interest in becoming a Careers Advisor with sound research led understanding of the role.	E	AF I
Experience in providing UCAS and non-UCAS advice and guidance	E	AF I
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
Familiarity with the UCAS system and higher education admissions process	D	AF 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