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| **Job Description** |
| **Directorate/Division: Student Experience** |
| **Title of Job:** **Work Experience & Careers Manager** |

**Responsible to: Assistant Principal Student Experience.**

**Key Purpose:** To provide Management of a programme of IAG regarding enhancing the student experience, through enabling a quality work experience and careers programme.

**Grade:** Management Scale Spine Point 40

**Location: Cross College-Group**

Main Duties and Responsibilities

Responsible for the development and co-ordination of managing a team to ensure Careers advice (Inc UCAS) and high-quality work placement opportunities for learners on 16-19 study programmes.

1. Leading a team of Work Placement Coordinators to generate new, high-quality placement opportunities, as well as being the key point of contact for employers and organisations whilst they host students on work placements. This role will require liaison with learners, employers, curriculum staff to ensure that students completing following T levels and Further Education programmes that must participate in high-quality and productive work experience programmes, and that learner progress is captured and distance travelled monitored. Also responsible for ensuring that data is compiled and returned in line with the T level Funding requirements Developing and leading the College’s approach to work experience, meeting emerging government priorities, and preparing for T-Level and substantial placements. Monitor and evaluate the effectiveness of the careers program, using data to inform improvements,
2. Manage the careers team to ensure that all students access impartial careers advice and UCAS support following the Gatsby benchmarks In line with the MATRX standard. Build and maintain existing relationships with external partners. Monitor and evaluate the effectiveness of the careers program, using data to inform improvements,
3. Co-ordinating and developing work experience systems and processes, meeting the requirements of 16-19 study programmes
4. Leading the team to establish and develop strong relationships with employers and, having a clear commitment to ensure that these relationships remain long standing
5. Supporting teams to meet the work experience requirements within their courses and programmes.
6. Line management of Work Placement Coordinators
7. Taking responsibility for internal and external key performance indicators linked

to funding, achievement, and compliance.

1. Playing an active role in the marketing and promotion of the College, with

particular emphasis on liaison with external partners, employers, and other key

agencies.

1. Developing new, high-quality placement opportunities and ensuring that communication with employers is timely, effective, and contributes to high employer satisfaction.
2. Leading and managing staff to ensure the efficient co-ordination and monitoring

of learners whilst they are on work experience placements.

1. Liaising with the subject career cluster Assistant Principals and Curriculum

Managers, teaching staff, and assessment teams to ensure that careers and work

placements provide appropriate opportunities for learners to develop and be

assessed in both core employability and technical skills relevant to that industry

or vocational sector.

1. Conducting assessments of learner progress whilst on work placements, in line

with the College scheme of learning for work experience or relevant unit of their

technical qualification.

1. Being the key point of contact for learners, parents, and guardians during the

work placement period.

1. Keeping and maintaining a database of past, current, and potential careers interventions and work placements.
2. Monitoring and recording the progress of students whilst on work placement.
3. Ensuring that a clear communication system exists between all parties.
4. Conducting Health and Safety, and risk assessments, in line with College and Learning and Skills Council (LSC) policy.
5. Ensuring that an accurate Health and Safety record system is maintained.
6. Completing all associated organisation / administrative work and preparation

Manage the implementation and delivery of products, tools and services that

will deliver a high-quality customer experience, and to coordinate appropriate

feedback to ensure ongoing improvement. To manage channels that capture

the voice of the customer.

**Additional essential responsibilities:**

1. To undertake any training relevant to the efficient delivery of any of the

above duties and to take responsibility for the post holders own professional

development.

2. To undertake any such other, broadly analogous task as the Principal or their

delegate may from time to time determine, or the demands of the College

may require.

3. To carry out the above duties at all times with the College’s Equal

Opportunities, Health and Safety, No Smoking and Quality Management

Policies.

4. To carry out his/her duties and responsibilities at all times with due regard to

the College’s Safeguarding, Equal Opportunities, Health & Safety, No Smoking

and Quality Management Policies.

**Special Conditions**

1. The nature of this post means that the post holder may need to travel from

time to time to all the College centres and to other external venues

2. The post holder will be contracted to work for a defined number of hours per

week but it is a requirement of this post that the holder will flex these hours

to reasonably meet external needs which may include working evenings and

weekends.

3. This post falls within the scope of the regulations requiring a Disclosure &

Barring Service (DBS) check.

This job description is current at the date of issue. As and when the work of the

College develops or changes so the areas of responsibility may be subject to change,

and the job description will be reviewed. Such changes will, in the first instance, be

made in consultation with the post holder.

**Person Specification – Work Experience/Careers Manager**

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| **Minimum requirements of the post, with an indication of how these are to be assessed.** | Essential | Desirable |
| 1 Education/Qualifications |  |  |
| 1.1 Degree, or equivalent professional qualification | x |  |
| 1.2 Maths and English at grade 4 or above | x |  |
|  |  |  |
| 2 Experience/Knowledge |  |  |
| 2.1 Proven track record of success in leading teams to deliver challenging targets | x |  |
|  |  |  |
| 2.2 Demonstrates excellent professional practice in sales/recruitment and working positively with employers and students to achieve results | x |  |
|  |  |  |
| 2.3 Demonstrates excellent customer service and a consistent and strong bias to action and taking accountability for delivery of results | x |  |
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| 2.4 Ability to lead, manage and motivate others with drive | x |  |
| energy and determination to deliver outstanding performance |  |  |
|  |  |  |
| 2.5 Demonstrates strong ability to analyse and understand data and information | x |  |
|  |  |  |
| 3 Skills/Abilities |  |  |
| 3.1 Relentless focus on students, making sure they are our first priority and achieve their full potential | x |  |
|  |  |  |
| 3.2 Manages change and challenges with confidence & impact | x |  |
| 3.3 Strong skills in leading innovation and continuous improvement | x |  |
|  |  |  |
| 3.4 Strong written and oral communication skills, including the ability to present issues clearly and concisely to a wide variety of audiences | x |  |
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| 3.5 Good organisational and administrative skills | x |  |
| 3.6 Able to maintain standards and good management of learning situations | x |  |
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| 4 Qualities/Genuine Occupational Requirements |  |  |
| 4.1 Enthusiastic and able to inspire students and clients | x |  |
|  |  |  |
| 4.2 Prepared to participate in new developments and contribute professional advice |  | x |
|  |  |  |
| 4.3 To have an understanding of, and commitment to Equal Opportunities in practice. |  | x |
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| 4.4 In addition to candidates ability to perform the duties of |  |  |
| the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children | x |  |
| including: |  |  |
| Motivation to work with children and young people; | x |  |
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| Ability to form and maintain appropriate relationships and personal boundaries with children and young people; | x |  |
| Emotional resilience in working with challenging behaviours; | x |  |
|  |  |  |
| Attitudes to use of authority and maintaining discipline; | x |  |
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