

Head of Careers

Job Description

Purpose of the Post

To ensure that strategies are in place to support the delivery of the best employment outcomes for our students and apprentices to include paid employment opportunities.

To support the ongoing development and the implementation of our employability pathways, so that the highest impact and best employment outcomes are achieved

To manage and support a dedicated team of job coaches that work across different College centre locations.

The Head of careers will have responsibility for a departmental budget.

The Head of Careers will actively seek to promote the work of the College in order to maintain its high reputation.

Key Relationships

The Head of Careers will report to the Head of College, Southwark.

The Head of Careers will work in collaboration with all college management.

Functional Links

The Head of Careers will be expected to work in collaboration with allied professionals and to maintain links with a variety of bodies. These will include:

- Students and their carers and advocates
- Other professionals working with students
- Education Departments
- Community Services
- Employers
- Voluntary bodies
- Stakeholders
- Local Authority employee networks

Duties and Responsibilities

- Developing the college's strategic plan in collaboration with senior managers to offer a high quality service for career development and IAG for our students.

Supporting and guiding college staff to deliver the strategic goals.

- Management of the Job Coach team in collaboration with curriculum staff, to include student meetings as appropriate.
 - Developing the College AEB employment pathways to meet the needs of government and London Mayor agenda's
 - To have good knowledge of employment pathways such as supported internships, apprenticeships and traineeship programmes.
 - Leading the review and development of appropriate curriculum and courses for employment opportunities ensuring students sustain employment outcomes.
 - Utilise technology to maximise the development of employability skills throughout the student journey.
 - Demonstrating a commitment to the safeguarding of children and vulnerable adults.
 - Have a clear understanding of the Gatsby Benchmarks and lead on evaluating the impact of the curriculum for student's against the benchmarks.
 - Monitoring of assessment, recording and reporting of student progress in work.
 - Lead on compliance relating to work placements and apprenticeships, including but not limited to Risk Assessments.
 - Planning, co-ordination and implementation of training as required.
 - Establishing and maintaining external relationships, including with:
 - employers
 - job centres
 - Local Authorities
 - others as required
- and ensuring that these are used to inform current practice.
- Participation in appropriate continuing professional development and staff development opportunities to up-date or develop new skills.
 - The promotion of and compliance with policies adopted by Orchard Hill College Governing Body, e.g. Safeguarding of Children and Vulnerable Adults, Equality and Diversity, Health and Safety.
 - Undertaking such other duties of a similar nature as required by the Principal.

Head of Careers

Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. *You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.* If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Qualifications/Experience

1.	Experience of working with students who have barriers to learning/SEND at Entry Level 1 up to Level 2	E
2.	Knowledge of supported internships, apprenticeships and traineeships (experience of these would be desirable)	E
3.	Experience of managing a team.	E
4.	Experience of leading and developing a careers programme with successful outcomes that includes paid employment	E
5.	Strong knowledge and experience of supporting people with barriers to learning, to make a transition into work and sustaining employment.	E
6.	Experience of strategic and operational planning.	D
7.	Experience of developing and sustaining relationships with external partners, employers and businesses.	E
8.	Experience of effective budget planning.	D
9.	Demonstrable experience of implementing the Gatsby benchmarks	E
10.	Level 6 Diploma in Career Guidance and Development, or willingness to work towards this.	E

Abilities, Skills and Knowledge

1.	Able to plan and lead a careers programme in accordance with changing demands.	E
2.	Able to demonstrate a commitment to the safeguarding of children and vulnerable adults, acting as designated officer when required and be supportive of others in pressurized environments	E
3.	Experience of creating and implementing training programmes to deliver and raise awareness of employing people with barriers to learning with external agencies.	D
4.	Knowledge of relevant legislation including employment legislation, immigration regulations and Data Protection requirements.	E
5.	Knowledge of current market trends and the needs of the employment economy and gaps in employment market	E