

Job description: Careers and IAG Officer – 6-month FTC

Status	Fixed Term Contract
Base	North Kensington Centre / Waterloo Centre / Chelsea Centre <i>Post holder will be required to work across College sites and at other locations</i>
Grade	Salary Scale APT&C
Salary	Circa £31,296 FTE (inc. LWA) per annum <i>It is our policy to normally appoint at the bottom of the salary scale</i>
Hours of work (per week)	36 hours per week
Reports to	Head of Student Services
Manager to	<i>No direct reports</i>

ROLE PURPOSE

To provide cross college support to curriculum colleagues so that they can provide a high quality impartial Information, Advice and Guidance service to potential and current students and our community learners designed to maximise their progression opportunities into further learning, volunteering or paid employment. In providing such a service, support College priorities and the development of progression pathways by collating, analysing and sharing information about performance and trends at our centres and in our community learners. Maintain accurate records of support, advice and guidance for the learner journey and logging statistical information for management purposes

MAIN ACCOUNTABILITIES

1. Work effectively with a range of partners from the college, statutory and voluntary sectors partner organisations in order to provide effective, high quality IAG service.
2. Provide information, advice and guidance to colleagues that they can use to support potential students, current students and community learners through individual or group sessions, inductions etc supporting access to education, employment and volunteering progression opportunities.
3. Create suitable learning resources to facilitate learners' and tutors' access to up-to-date information on progression pathways.
4. Identify suitable progression opportunities for all our learners within the college, the boroughs we work in and wider and promote them effectively.
5. Work with curriculum staff to assist and contribute to pre-entry advice sessions during the admissions process
6. Work closely with the Student Services team, assisting them to support students with issues relating to student's welfare and financial issues and responding to student enquiries by phone, email or letter.
7. Contribute to the collation of progression data and lead in the analysis.
8. Work closely with the wider Student Services team and academic departments to maximise all learners' progression to the college. This includes support in the organisation of Open Days and similar events.
9. Complete administration tasks relevant to the role in a timely manner.
10. Keep records of activities and providing regular progress reports to the Head of Student Services
11. Liaise effectively with other Morley teams, voluntary organisations, community groups, and other learning providers, to promote and deliver IAG sessions.
12. Identify non-participating and excluded groups and developing strategies to engage them in the IAG planning process.
13. Support the promotion of the department's work by collating, writing and promoting the case studies and articles about learners' progression to further education, volunteering or employment.

GENERAL COLLEGE RESPONSIBILITIES

- Attend relevant training and meetings as required.
- Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD required that may be required of you professionally.
- Contribute to the effective management and promotion of equality, diversity and inclusion.
- Work in accordance with the Health & Safety at Work Act and the College's Safeguarding and Prevent procedures, ensuring the College is a safe environment for staff, students and visitors.
- Ensure all vulnerable adults and children within the College (or involved in College related activities) are protected from harm by reporting any concerns regarding their welfare to a designated safeguarding manager.
- Work at all times in accordance with Morley College's policies and procedures.
- Carry out such duties as may be required from time to time by the college that are appropriate to the grade of the post.

Safeguarding children and vulnerable adults:

The post holder will be expected to promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults they are responsible for and come into contact with

This job description is not exhaustive and as such the post holder is expected to be flexible. Any changes of significance will only be made following a discussion with the post holder

WORKING WITH

The post holder will work closely with staff from all sections of the College, including learners and other College stakeholders as appropriate. The post holder will have specific contact with the following staff: Centre Principals, heads of curriculum and curriculum staff plus our Community Learning Team

DBS STATUS

This post is exempt from the Rehabilitation of Offenders Act 1974 and is regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

PERSON SPECIFICATION

Job Title: Careers and IAG Officer – 6-month FTC

Essential Criteria:

- A minimum level 4 qualification in Careers Advice and Guidance with capacity to work towards level 6
- English and Maths at Level 2, or equivalent
- Sound experience of delivering information, advice and guidance to adults
- Ability to work with and guide a wide range of clients in terms of work history and levels of qualifications
- Able to understand and apply detailed knowledge of the curriculum in order to best support learners
- Up-to-date knowledge of best employability norms and practice, in the creation and use of CVs, online job application process and social media for job search
- Knowledge of the barriers to employment experienced by learners and strategies to overcome barriers
- Experience of working with partners from a range of sectors, such as voluntary and statutory organisations, and employers
- Ability to interrogate and report on data and progression
- Excellent interpersonal skills and the ability to liaise effectively with a wide range of internal and external contacts
- Excellent organisational skills and ability to work on own initiative and meet deadlines
- Experience of administration and monitoring of data
- Good written communication skills with the ability to tailor communication appropriately to the audience
- Excellent IT skills, including the ability to use MS Office package
- Ability to work under pressure and respond to conflicting demands with minimum supervision

- Enthusiastic and willing to work flexibly
- Have a commitment to and be able to demonstrate knowledge of health and safety as appropriate to the post
- Have a commitment to and be able to demonstrate knowledge of equality and diversity and inclusion as appropriate to the post
- An understanding of and commitment to the safeguarding of vulnerable adults and children
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount

September 2024