



CTK EMMANUEL
A CHRIST THE KING SIXTH FORM

CTK Emmanuel
Blackheath, SE13 5GE

We are keen to appoint an enthusiastic Careers and Work Related Learning advisor with a genuine passion in supporting students to achieve their full potential. Join us at CTK, an established sixth form centre for excellence, where you'll be central to our mission to help London's most ambitious students achieve success.

Careers and Work Related Learning Adviser (Part Time, 0.6, Part Year) Start Date: September 2022

Salary range: £30,030 - £32,635 (inclusive of London Weighting)

Actual salary range: £15,933 - £17,315 (for 3 days per week, 200 days per year)

An opportunity has arisen to join our College as a Careers and Work Related Learning Adviser; to provide expert advice to 16-19-year-old students at this crucial stage of their education and to help them to make considered choices as they progress to university, training or employment.

Our Careers Advisers provide information and advice to students on all aspects of their progression plans. The college has outstanding progression to University and Apprenticeships, so a good understanding of UCAS and the apprenticeship application process is essential. You should have excellent interpersonal and organisational skills.

The position is part-time (approximately 0.6FTE), part-year (200 days per year), permanent, to be worked predominantly at our Emmanuel site in Lewisham. If applicants have any preference to the potential working days they could work, it would be helpful if they could highlight this on their application.

Join us to be inspired, be extraordinary, and be the best you can be.

For an application form and further details, please visit the vacancies page of our website
<https://www.ctk.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply.

If you have any queries, please contact us at recruitment@ctksfc.ac.uk or 02082979433.

Closing Date: 10am on Thursday 11th August 2022

Interviews: Wednesday 17th August 2022

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™

Job Description and Person Specification

Job Title:	Careers Guidance and Work Related Learning Adviser
Responsible to:	Assistant Principal, Character and Wellbeing
Job purpose:	To provide information, advice and guidance to students, to develop and deliver careers and work related learning. materials to students and staff and to promote employment and HE curriculum links across the Sixth Forms.

The main activities and responsibilities are:

1 Job Description

- 1.1 Providing information, advice and guidance to individuals and to groups of students in relation to all aspects of their progression planning.
- 1.2 The management and administration of Sixth Form UCAS procedures and apprenticeship applications, ensuring that administration processes meet careers department HE application standards.
- 1.3 Providing and presenting information on progression to students, parents, staff and other Sixth Form stakeholders. Including an online Careers Bulletin and website updates.
- 1.4 Working with the Assistant Principal to develop careers related activities across the Sixth Form, including the development of the progression related aspects of the pastoral programme.
- 1.5 Developing and promoting Employment, work placements and HE links across the curriculum and assisting in the development of key partnerships.
- 1.6 Maintaining an excellent Careers Library, as a resource which fully meets the progression needs of all students.
- 1.7 Developing and promoting the use of progression related IT/online systems and software across the Sixth Form.
- 1.8 Contributing to the compilation of the Sixth Form destinations data and assisting in the organisation of careers day.
- 1.9 Dealing with general careers related correspondence and enquiries both by telephone, letter and email.
- 1.10 Word processing letters and documents for internal and external use.
- 1.11 Photocopying and circulating documentation to the relevant staff.
- 1.12 The input of relevant data onto the Sixth Forms' management Information System.
- 1.13 Taking part in professional development activities including appraisal.
- 1.14 Promoting equal opportunities for students and staff.
- 1.15 Support lecturers to provide Information, Advice and Guidance as part of course delivery.

- 1.16 Act as a linked CEIAG advisor to curriculum areas to provide timely, appropriate and accurate Careers, Information, Advice and Guidance to all levels of learners to support success and raise aspirations.
- 1.17 Liaise with internal and external partners and agencies to ensure a knowledgeable and well-informed service is available to all learners.
- 1.18 Be responsible for sharing best practice and knowledge throughout the Careers, Information, Advice and Guidance team.
- 1.19 Provide up to date and knowledgeable Labour Market information and trends to all learners.
- 1.20 Undertaking other tasks as required by the principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person specification/selection criteria

The post-holder will be expected to have the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the Sixth Forms'.
- 2.2 Education/training to degree level or equivalent.
- 2.3 A knowledgeable and sound understanding of Higher Education systems and careers education and guidance practices.
- 2.4 Knowledge of the 14-19 curriculum and awareness of the needs of students in this age range.
- 2.5 A keen interest in the concerns of students and an understanding of the factors that impact on young people and their decision making abilities.
- 2.6 Excellent communication skills and an ability to engage students and staff.
- 2.7 An ability to make confident and lively presentations to a range of people including students, staff and other stakeholders.
- 2.8 A confidence with IT and ability to utilise and take forward IT in relation to careers and higher education guidance.
- 2.9 Energy, enthusiasm, drive and an ability to cope with periods of high volume and the demands on an intensely focussed applications process.
- 2.10 Flexibility, reliability and a high level of organisational skills.
- 2.11 An ability to contribute to and work effectively as part of a cross Sixth Form team.
- 2.12 An awareness of the need for personal and professional development and a willingness to participate in INSET and appraisal.