Job Description

Xaverian College is a Catholic Sixth Form College in which members of staff are committed to the Mission of the College and exemplify Gospel values in the care and support of all community members.

Xaverian College is committed to providing a safe learning environment in which every community member can achieve their full potential, feels valued, safe and supported, is free from all forms of harassment, discrimination and anti-social behaviour. We are a college that promotes and celebrates diversity and which practices equality of opportunity.

Job Title: **Careers Adviser (Employability)**

Hours of work: Full time (35 hours per week), term time plus 3 weeks (42 weeks) – 0.91 FTE (full time equivalent)

Salary Scale: SFCA Support Staff Salary Scale Point 15-17 £32,199 - £34,253 per annum (pro rata amount: £29,142– £31,001 per annum)

Reports to: Careers Leader

Job Purpose:

- To provide additional CEIAG to learners to complement the Careers Leader.
- To support the co-ordination of careers events.
- To provide support to ensure the careers strategy is implemented with regard to work experience.
- Build and maintain effective partnerships with external providers, to ensure appropriate quality work experience opportunities are secured and delivered.

Main Responsibilities:

Operational/Strategic

- To implement college policies and procedures.
- To support arrangements for employer linked activities.
- To contribute to the process of self-assessment and development planning within Careers.

Staffing

- To take part in staff development as appropriate and meet CDI registration requirements.
- To take part in the College's Professional Development Review process.
- To work as part of a team and to ensure effective working relations.

Communications

- To attend meetings in accordance with the College's meetings schedule.
- To attend post related activities off site as and when required.

Careers Activities

- To provide regular CEIAG in the form of drop-in sessions and one 1-1 appointments. This may include group sessions.
- To support the planning, organisation and delivery of career events.
- To schedule visits by representatives from outside agencies, employers etc.

Employer Engagement Activities

- To support employer linked activities.
- To explore and develop other relevant ways of engaging our students and staff with employers and the world of work and LMI.
- To develop a comprehensive database of employer contacts and undertake active marketing efforts to create new employer links and to maintain a wide, up to date knowledge of employer engagement.
- Undertake account management with employers to ensure continuation of quality placements related to vocational subjects.
- To secure suitable placements for level 3 vocational learners with a view to meeting students needs and career aspirations.
- To visit classes to engage and support students, plan placements and ensure all appropriate advice and support is given to enable a successful placement.

Higher Education Engagement Activities

- To support university linked activities.
- To explore and develop other relevant ways of engaging our students and staff with higher education.

North West Science Network Programme

- To work with the North West Science Network (NWSN) T Hub Manager to arrange and co-ordinate the NWSN programme in collaboration with other network coordinators.
- To maintain and develop effective partnerships with universities including sourcing speakers each year for the NWSG programme.
- To manage the administration of North West Science Network activities.
- To attend all NWSG programme events (this will include a one week residential) in June.
- To organise and collate feedback on NWSG programmes and assist NWSG Hub Manager in producing programme evaluations.
- To assist Hub Manager in arranging meetings, annual steering group.

Quality Assurance

- To ensure the effective operation of quality assurance systems.
- To contribute towards the process of setting targets in respect of the careers provision.

Other:

- To support the aims and objectives of the College.
- To assist, when requested, at College events, i.e. Parents' Evenings, Open Days etc.
- To undertake any other duties of an equal nature as assigned by the Principal (or their designated alternate).

Additional Duties:

- To support the effective safeguarding of all young people throughout the College.
- To adhere to College policies and procedures e.g. Health & Safety, Equality & Diversity etc.
- To attend meetings for all College Staff, as necessary.
- To undertake any other duties appropriate to the level of post as required by the Principal and designated line manager.

This 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.

Reviewed by:	*Sue Taylor*	*Date of last review:*	*September 2026*