

JOB DESCRIPTION

Name:

Job Title: Progression Guidance Director

Line Manager: Assistant Principal-Student Services

Summary of Job

To lead on all aspects of progression and careers education information, advice and guidance to ensure the personal development and successful progression of all our students.

Responsibilities

1. Management

- To be the nominated Careers Leader for the College
- To co-ordinate and manage the provision of high-quality progression guidance for all students.
- To line manage and lead the work of the Progression Guidance Co-ordinator, the Art Foundation Co-ordinator, Employer Engagement and Alumni Co-ordinator and the Elmbridge Consortium Careers Adviser to ensure a consistently high level of service.
- To role manage aspects of the Oxbridge Co-ordinator and their work with this cohort.
- To design, plan, deliver and review a programme of annual events for students and their parents, including Higher and Degree Apprenticeship Fair, Higher Education Day and subject seminars, HE parents' information evenings, the Volunteering and part-time jobs fair, Gap Year information provision, the Next Steps Conference, Employment Seekers Evening and After Esher Day.
- To lead on the College's UCAS applications process, ensuring that appropriate advice, guidance and support is available to students and staff.
- To ensure that an equivalent programme of support is available for those progressing to employment and apprenticeships.
- To lead on the quality assurance process for information and references provided to universities and employers.
- To lead on work experience and work-related learning for students
- To act as the lead on Careers Education, Information Advice and Guidance (CEIAG) for the Elmbridge 14-19 Consortium.
- To co-ordinate and contribute to advice sessions, as part of the post-examination results service following internal and external summer examinations.
- To manage all administrative tasks associated with the department, including the control of an annual budget.
- To represent the College at occasional careers and progression events for prospective students in partner schools.
- To advise appropriate managers on the equivalence of overseas qualifications during the admissions process.
- To produce a Progression Guidance SAR, Alumni strategy, annual destinations report and assess compliance with the Gatsby Benchmarks via completion of COMPASS and other external quality validation schemes.
- To ensure that specific and broader opportunities are made available, and publicised, for disadvantaged students.
- To attend Operational Development meetings

2. Communications and Consultation

- To communicate with students and parents, staff, Higher Education Institutions, employers and other outside relevant agencies on all matters concerning progression guidance.
- To facilitate interaction with local industry, commerce, the LEP, ensuring the department acts as a link between College departments and external contacts.
- In conjunction with the Marketing and Liaison Manager, to publicise the activities of the Progression Guidance Department.
- To provide progression guidance to applicants to the College at Admissions and Enrolment interviews.
- To be a member of the Student Services Group, contributing to planning on broader Student Services matters.

3. Development

- To develop relevant careers education material for delivery through the Personal Development Programme.
- To continue to review and enhance the College Database and College website to support all Progression Guidance activities.
- To keep up to date with national initiatives/changes to government policy in the Careers/progression guidance area, and to advise SLT and the Link Trustee on likely implications.
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4. General

- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To undertake ongoing CPD to maintain understanding of the latest developments in Progression Guidance.
- To carry out other reasonable requests as may be required from time to time by the Principal.