



JOB DESCRIPTION

Post:	CAREERS ZONE ASSISTANT
Responsible to:	Careers Lead
Salary:	£21,451 - £22,334 pro rata (£7,353 - £7,656 per annum) Scale 2/3 Points 16 - 20 2 days (15 Hours Per week) Term Time only (38 weeks)
Conditions of Service:	Truro and Penwith College
Main Purpose of Job:	<p>To triage student enquiries regarding employability and careers so that the necessary service is accessed (internal and external), ensuring that a friendly and professional approach is maintained at all times.</p> <p>To provide information and advice on job search activities through a variety of different methods including one to one queries, group presentations and facilitating access to 'Career Zones' range of employability resources.</p>
Specific Duties:	<p>To liaise with college staff, students, employers and other outside agencies for the purpose of placing, reviewing and monitoring of students on work placement.</p> <p>To ensure that a professional atmosphere is maintained within the career and enterprise zone so that a strong sense of vocational purpose is clear to see</p> <p>To coordinate job search activities so that students increase confidence and competence with interviews, sourcing part time work, creating CV's and gaining a sense of vocational identity.</p>
General Requirements:	<p>As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:</p> <p>The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will</p>



be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION CAREERS ZONE ASSISTANT

Ideally, the person appointed will have the following skills and experience:

- A minimum of a Level 3 Qualification or relevant Apprenticeship
- Experience of, or interest in developing skills in employability & Careers
- The ability to communicate well with students and to facilitate learning
- Knowledge of the jobs market and where typically vacancies are advertised.
- Excellent administrative and organisational abilities
- A high level of awareness of issues within education and the world of work
- Excellent interpersonal skills in dealing with staff, students and members of the public
- The flexibility and willingness to encompass and support new developments in both the curriculum and organisation of the College
- Able to undertake flexible working hours as working pattern may include evening and weekend deployment
- An understanding of the Personal Learning and Thinking Skills
- A high level of Information Technology skills, as the role will require the use of a number of systems
- Experience of working in an environment where sensitivity, empathy and patience are required
- The ability to multi-task in a busy, fast paced environment
- Be a committed team member, willing to support and collaborate with colleagues
- Demonstrate a flexible attitude towards their work, with a willingness to embrace and support change
- A commitment to continued professional development, and to expanding knowledge and sharing best practice

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.