

Job Description and Person Specification



Careers Assistant

Locations:

- 1 x Isleworth Campus
- 1 x Across Aston and Vine House Campuses

Reports to: Careers Lead

Overview

We are seeking two enthusiastic and proactive Careers Assistants to support the development and delivery of high-quality careers and work-related learning opportunities for our students aged 16–25. The postholders will work closely with the Careers Lead to enhance students' understanding of employability, independence, and their Preparation for Adulthood goals.

You will play a key role in coordinating internal and external work experience placements, supporting curriculum-linked work-related learning, and building strong partnerships with employers, community organisations, and training providers.

Key Responsibilities

- Support the Careers Lead in the development and delivery of a robust careers and work-related learning programme across the college.
- Work collaboratively with tutors, teachers, and support staff to plan and deliver engaging and inclusive work-related learning experiences.
- Develop and maintain effective links with local employers, voluntary organisations, and training providers to secure meaningful opportunities for students.
- Coordinate and monitor student placements, including carrying out risk assessments and site visits to ensure high-quality and safe experiences.
- Personalise learning opportunities to meet the individual needs, aspirations, and abilities of students.
- Support the embedding of Preparation for Adulthood outcomes—focusing on employment, independent living, health, and community inclusion—within all careers-related activities.

- Work with the Accreditation Lead to ensure appropriate accredited programmes and qualifications are available for students.
 - Represent the college professionally when liaising with external organisations and stakeholders.
 - Contribute to the ongoing development of careers and employability provision, ensuring it remains inclusive, relevant, and impactful.
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Line Management & Collaboration

- Line managed by the Careers Lead or designated Senior Teacher.
 - Liaise and collaborate with external professionals, visiting speakers, and enrichment providers to enhance the student experience.
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Person Specification

Essential:

- Strong organisational and communication skills.
- Experience working with young people aged 16–25 or those with additional learning needs.
- Ability to build positive relationships with students, staff, and external partners.
- Commitment to equality, inclusion, and promoting independence for all learners.

Desirable:

- Experience coordinating work placements or employer engagement activities.
- Knowledge of Preparation for Adulthood outcomes or employability frameworks.

Careers Advisor: Person Specification

Attributes	Essential	Desirable
An understanding of strategies to support development of whole College careers and WRL provision	✓	
Desire to support the change, creativity and innovation	✓	
A clear understanding of the complex needs and diversity of the students, and the need for bespoke provision	✓	
Understanding of accredited qualifications, vocational studies and work related learning	✓	
Strategies for ensuring inclusion, diversity and access	✓	
Experience		
Strong professional development record	✓	
Experience of working with students with ASC, SEN and complex needs	✓	
Experience of delivery of work related learning and accredited programmes	✓	
Skills & Abilities		
Positive profile with students/staff/parents	✓	
Proven ability to work with challenging students to achieve their best outcomes	✓	
Experience of working with outside agencies		✓
Ability to prioritise, plan, organise, work under pressure and meet deadlines	✓	
Ability to work without direct supervision and use own initiative	✓	
Qualities		
Patience, persistence, flexibility, tact	✓	
Commitment, resilience, sensitivity, sense of humour	✓	
Optimistic, professional attitude	✓	
Special requirements		
Good attendance record	✓	
This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. An Enhanced Criminal Record Disclosure will be required prior to appointment	✓	