

## Careers & Employability Lead

### Job Advert

Are you passionate about transforming young people's futures? Do you thrive on building partnerships, designing impactful programmes, and empowering learners with diverse needs to achieve meaningful employment outcomes?

We are seeking an inspiring **Careers and Employability Lead** to shape, deliver, and champion an ambitious careers and work-related learning offer at bankside College. Working with students aged 16+ with additional learning needs, you will play a pivotal role in preparing them for adulthood, independence, and successful progression into the world of work, or appropriate best next step for their ability.

If you are creative, organised, and driven to make a genuine difference, we would love to hear from you.

### Job Description

#### Overview

The Careers and Employability Lead will take strategic responsibility for the planning, coordination, and delivery of a high-quality careers education and work-related learning programme. The role focuses on developing students' employability skills, increasing independence, and supporting personalised pathways into employment, community participation, and further learning.

You will lead on employer engagement, work experience coordination, and the integration of Preparation for Adulthood outcomes within the curriculum. This is a key role in shaping a forward-thinking, inclusive, and impactful careers provision that inspires students and supports their long-term aspirations.

#### Key Responsibilities Strategic

#### Leadership

- Lead the design and continuous development of a comprehensive careers and employability programme.
- Embed careers education and work-related learning within the curriculum in collaboration with the SENDCO, careers curriculum lead, tutors and teaching teams.

- Ensure all careers activities align with Preparation for Adulthood outcomes; employment, independent living, health, and community participation, inline with the GATSBY benchmarks
- Take ownership for the careers quality assurance process including collating related evidence through regular audits and associated action plans.
- Lead on the transition out of education, including tracking and monitoring leavers' progress for the next 3 years in order to inform and improve the careers provision and transition support.

### Employer Engagement & Partnerships

- Build and maintain strong partnerships with employers, voluntary organisations, and training providers to create meaningful opportunities for learners.
- Represent the college professionally when liaising with external stakeholders, promoting inclusive employment and community engagement.

### Work Experience & Placement Coordination

- Oversee the organisation, quality, and monitoring of internal and external work placements.
- Conduct risk assessments and site visits to ensure safe, enriching, and appropriate learning experiences.
- Match students to personalised work-related learning pathways based on their needs, aspirations, and abilities.

### Curriculum & Accreditation

- Collaborate with the Accreditation Leads to ensure learners can access relevant vocational qualifications and accredited programmes.
- Support staff to deliver engaging, inclusive employability learning that promotes independence and progression.

### Collaboration & Line Management

- Work under the direction of the Assistant Head SENDCO.
- Work directly with the careers curriculum lead
- Liaise with external professionals, visiting speakers, and enrichment providers to enhance the student experience.

## Person Specification Essential

### Criteria Knowledge &

#### Understanding

- Strong organisational and communication skills.
- Understanding of strategies to develop whole-college careers and employability provision.
- Clear understanding of the diverse and complex needs of learners aged (16+) 18–25, including those with SEND.
- Knowledge of accredited qualifications, vocational learning, and work-related learning frameworks.
- Understanding of Supported Internships and Preparation for Adulthood frameworks.
- Have achieved or be willing to work towards obtaining a Level 6 Diploma in Career Guidance and Development within the next 3 years.
- Commitment to equality, inclusion, and promoting independence.

#### Experience

- Experience working with young people with ASC, SEN, or complex needs.
- Experience delivering work-related learning or employability programmes.
- Strong record of professional development.
- Experience working with challenging learners to achieve positive outcomes.
- Experience collaborating with external agencies.

#### Skills & Abilities

- Ability to build positive relationships with students, staff, and external partners.
- Ability to prioritise, plan, and manage workload effectively.
- Ability to work independently and use initiative.
- Positive professional profile with students, staff, and families.

#### Personal Qualities

- Patience, persistence, flexibility, and tact.
- Commitment, resilience, sensitivity, and a sense of humour.
- Optimistic, proactive, and professional attitude.

## Other Requirements

- Good attendance record.
- Enhanced DBS clearance required (post exempt from the Rehabilitation of Offenders Act 1974).