

## Job Description – Adult ESOL, English and Maths Initial Assessment and Careers Advisor

<b>Role Title:</b> Adult ESOL, English and Maths Initial Assessment and Careers Advisor	<b>Pay Grade:</b> £24,638 - £26,895
<b>Normal Place of Work:</b> Ashely Down and College Green	<b>Line Manager:</b> Head of Department - ESOL
<b>Normal Working Hours:</b> 18.5	<b>Responsible For:</b> No Line Management Responsibilities

### Purpose of Role

- To play an integral role in ensuring the College meets its planned Adult ESOL and Adult English and Maths enrolments.
- To plan, implement and record an enhanced initial assessment for Adult students who have applied for Adult ESOL, Adult English and or Maths courses and to facilitate the enrolment onto a suitable course or courses.
- To provide a student focussed service in relation to impartial, high quality Career Education, Information, Advice and Guidance (CIAG), that inspires individuals by detailing the opportunities available to them in education, training and employment both at the start and towards the end of their programme of learning to ensure students make progress and move on to employment, further learning, or other positive destinations of relevance to the individual student.
- Provide an inclusive service that is responsive to individuals needs and includes discussions to raise their aspirations and support positive student destinations.
- To ensure that the college remains compliant with all eight of the Gatsby Benchmarks, Matrix Standards and Ofsted requirements and support the promotion of these within all departments for a whole college approach.

### Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs

great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

## College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

## What will the Job Entail?

- To monitor and manage applications and waiting lists ensuring that applicants are contacted in a timely manner.
- To plan and run initial assessment and enrolment sessions in conjunction with Learner Services for new students to ensure class sizes are maximised.
- Offer CIAG that is current, accurate and impartial which identifies the students personal, developmental and educational needs.
- Regularly review the service that is provided using feedback from key stakeholders, students and college staff to make improvements to our offer to ensure continuous improvements.
- Represent the college at internal and external events, including open events and employer forums.

## Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Head of Department for ESOL and English and Maths	Working in partnership to meet the planned enrolments and to ensure all applicants are aware of the opportunities available to them to make significant progress towards their goals and aspirations.
Programme Managers for ESOL and English and Maths	Working in partnership to meet the planned enrolments and to ensure all applicants are aware of the opportunities available to them to make significant progress towards their goals and aspirations.
Learner Services	Working in partnership to deliver high quality customer service.
Internal and external Careers service	Working in partnership to provide high-quality Careers Information Advice and Guidance

## There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

## Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
<b>Qualifications</b>		
Minimum of five GCSEs, including English and Mathematics at Grade C/Grade 5 or above (or equivalent qualifications).	✓	
CEIAG qualification.		✓
Level 3 or Degree level study.		✓
A recognised FE teaching qualification, minimum PTTLS.		✓
<b>Skills and Abilities</b>		
Excellent interpersonal and networking skills.	✓	
Good planning and organisation skills.	✓	
Good analysis, problem solving and decision-making skills.	✓	
Ability to commit to the College values, in particular around embracing diversity and the welfare of students,	✓	
Ability to engage and communicate with groups of learners and individuals in diverse settings.	✓	
Innovative approaches to recruiting learners.	✓	
Ability to translate learning or training needs into programmes for individuals.		✓
Ability to use College ICT systems and other computer programmes.		✓
Current valid driving licence and access to a motor vehicle.		✓
Willing to work flexibly, including evenings and weekends. As well as regionally/nationally, including working away from home.	✓	