

GENERIC JOB DESCRIPTION - SCHOOLS

Job information as shown on organisation chart

Job Title: Careers Adviser	Post No: GEN90	Grade: HC7
<p>Organisational information:</p> <p>Responsible to: Headteacher of other nominated senior manager</p> <p>Professionally responsible to: <i>(where appropriate)</i></p> <p>Dimensions: <i>(quantifiable measures relating to the post, such as number of staff managed, number of patients, size of local population, budgets and so on)</i></p> <p>Responsible for: n/a</p> <p>Key relationships/Functional links with: <i>(main relationships with people inside and outside the organisation that the post holder will come into contact with during the course of their work)</i></p> <p><i>Internal:</i> Connexions team, 11-19 Team, Children's Services Staff including those collocated or aligned with Locality operations</p> <p><i>External:</i> Young people, parents, school and college staff, support staff from other agencies including youth workers, , social care staff, CAF Co-ordinators, Aftercare workers, YOS Officers, Jobcentre Plus staff, voluntary and community organisations, employers, training providers, OFSTED inspectors.</p>		
<p>Main Purpose of Job: To provide support appropriate to the needs of each individual, including careers information, advice, guidance, placing help and motivating them to make informed life choices and to engage in mainstream learning and work opportunities.</p>		
<p>Main Responsibilities / Accountabilities <i>The jobholder will be expected to complete the responsibilities / accountabilities effectively in order to deliver the key objectives of the organisation</i></p>		

Data Quality

- To follow the relevant procedures for ensuring that information and data is collected and recorded accurately thus enabling the production of reliable analyses and reports.

Job Activities:	Frequency
1. To provide careers information, education, advice and guidance service for students. This will include annual planning, establishing targeted approaches, working across the school age band, one to one and group work.	
2. Ensuring that all information advice and guidance is impartial and accessible to all young people and that all opportunities in education, employment (including apprenticeships) and training are promoted.	
3. Working closely with educational institutions, locality services and other agencies to identify and meet the additional support needs of some young people e.g. the disaffected, those not in learning or work, those at risk of disengaging from learning and those with additional needs. This may include undertaking CAF assessments and acting as Lead professional where appropriate.	
4. Attending reviews with students with statements of special educational need, contributing to the production of their transition plans and completing the Section 139a as legally required.	
5. Working closely with employers, training organisations and other opportunity providers to support young people through all stages and supporting employers to provide jobs with training.	
6. Encouraging the interest and support of parents, carers and families, including attending parents' evenings and other events for parents and making visits where appropriate.	
7. Fostering relationships and maintaining contact with other agencies in the local network, including influencing provision, encouraging the exchange of information and facilitating the access and referral of young people to specialist advice and support services.	
8. Contributing to the organisation and delivery of programmes of activities aimed at developing the self-esteem, personal and life skills of young people and supporting individuals through these programmes. This may include some week-end and residential work.	
9. To review the progress of young people at regular intervals from when they are first identified to when they are settled in a post-16 learning or work opportunity. This could include attending case conferences and liaising with the identified lead professional or training provider and, where the Personal Adviser is the lead professional, pro-actively contacting the young person.	
10. To contributing to meeting targets for participation rates of 16 – 19 year olds in learning and other targets, as appropriate.	

11. Contributing to consultations with young people about services and how they would like to see them develop.
12. Maintaining and updating records, using the appropriate computerised and manual record system.
13. Providing statistics relating to work undertaken and pupils' progress and destinations and for quality assurance purposes.
14. Contributing to the induction, training and support of other staff or those on work experience, including acting as a mentor, as appropriate.
15. Organising and contributing to related training.
16. Contributing to the development of relevant materials, such as leaflets and posters.
17. Attending and contributing to working groups, meetings and conferences, including Locality meetings and child centred processes

For those working in special schools and units and in specialist colleges

18. Encouraging employers to provide employment and training for young people with learning difficulties and disabilities (LDD).
19. Advising employers on grants and allowances for young people with LDD, including those available for the adaptation of premises.
20. Fostering relationships and maintaining contact with agencies in the local network involved with young people with LDD.
21. Keeping up-to-date with legislation, regulations and codes of practice concerning disabilities and special needs.
22. Making recommendations and preparing applications to the Post 16 Team in respect of young people who require funding for specialist FE.
23. Liaising with the transport arrangements for clients with special needs going to local sector and residential colleges.
24. To ensure that at the earliest opportunity children and young people and families receive swift and easy access to support and advice when they have emerging additional needs, by working with other professionals as part of an integrated team within a locality area. To ensure the CAF process is integrated and actively promoted as the preferred tool to providing holistic support to meet the needs of children, young people and families and to provide advice and guidance to colleagues.

Other information:

- Disclosure type: enhanced .
- Safeguarding

This post has been identified as a **group no 3** Safeguarding post.

- The post holder is required to work on occasional evenings and weekends

General information:

The post holder will be required to comply with organisation's policies and procedures.

The organisation has a no smoking policy. Employees are not permitted to smoke on any of the organisation's premises nor in any vehicle used on organisation business.

The post holder will promote the Council's Health and Safety work policies and ensure that these are implemented effectively within his/her areas of responsibility.

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable adults. It is an essential requirement that employees are aware of the Herefordshire Safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns. Employees have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation.

Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Line Manager Name:

Line Manager Signature:

Date:

Date Job Description last reviewed:

October 2013

PERSON SPECIFICATION

Job information as shown on organisation chart

Employees have a duty to safeguard and promote the welfare of children, young people and vulnerable

Job Title: Careers Adviser		Post No: GEN90		Grade: HC7	
All candidates will be considered on their ability to meet the requirements of the person specification		Essential criteria	Desirable criteria (Infrequent use – maximum of two on any person specification)	Method of Assessment*	
Experience	<ul style="list-style-type: none"> Working with young people in an advisory or support capacity. Liaising with other agencies or organisations 	Experience of careers or holistic information, advice & guidance for young people	AF I AF I		
Skills and Abilities <i>Including personal attributes</i>	<ul style="list-style-type: none"> Able to establish rapport and appropriate working relationships with young people to raise aspirations and motivate them Able and willing to advocate on behalf of young people Able to form good relationships with other agencies and professionals supporting young people Emotional resilience in working with challenging behaviours. Able to communicate clearly verbally, and in writing Able to analyse and interpret information from a range of sources Able and willing to plan, prioritise and work to deadlines and targets. Able to work as part of a team and independently 	Ability to reflect on and develop own professional practice and learning. Ability to use IT packages e.g. Word, Database, e-mail.	SM I P		

<p>Qualifications and Training <i>including professional qualifications</i></p>	<ul style="list-style-type: none"> • Trainee A qualification at least at level 3 or equivalent. Part qualified NVQ level 4 or equivalent professional qualification in an area related to work with young people e.g. careers work, teaching, social work, youth work; Or • Personal Adviser Diploma <p>Fully Qualified</p> <p>NVQ4 in LDSS or</p> <p>NVQ4 in Advice & Guidance and Personal Adviser Diploma or specified LDSS NVQ4 units</p> <p>Training</p> <p>The ability to undertake the required training to achieve fully qualified status within 2 years.</p>	<ul style="list-style-type: none"> • Degree or equivalent in a relevant discipline 	<p>AF</p> <p>I</p>
<p>Other Factors <i>e.g. ability to work shifts, physical requirements (with adaptations where appropriate), ability to drive, agility to travel around county etc.</i></p>	<ul style="list-style-type: none"> • Commitment to equal opportunities principle and practice. • Prepared to undertake some evening and weekend work. • Ability to travel • Confidentiality / discretion when dealing with sensitive information • Eligible to work in the UK. • Police clearance 		<p>I</p> <p>AF DBS check</p>
<p>Line Manager Signature:</p>			
<p>Date:</p>			

*Method of Assessment: AF = Application Form; I = Interview; S = Selection Method; P= Presentation

Date Person Specification last reviewed

October 2013