**City of Wolverhampton Council**

**Job Description**

Post Title: Careers Advisor

Directorate: Education

Service Group: Skills

Division/Team: Enterprise and Skills/ Connexions Service

Responsible to: Team Manager [Connexions]

Responsible for: N/A

Salary Grade: 6

Location: Connexions Centre or any other suitable location within the City of Wolverhampton

Workstyle: Field

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**Job Purpose and Role:**

The Connexions Service is the lead agency in the city supporting young people through their transition to adult life and focussing on their progression to education, employment or training.The service is targeted at those most at risk of becoming NEET and within this group at those from key vulnerable groups’ i.e. young offenders, LAC, homeless, teenage parents and young people with SEND. The service works with the young people to help them to identify and assess the impact of the barriers to their progression and uses solution focussed interventions to enable young people achieve their potential. Personal Advisers undertake assessments for young people entering the process for a statutory Education Health and Care plan [EHCP] and contribute to reviews of EHCP’s at key transition points.

The service also provides careers information, advice, guidance and support to young people 13-19 [up to 25 for those young people with special educational needs and disabilities] to help them make informed choices about learning, employment and training and has a statutory responsibility to support the participation in learning of all young people until their 18th birthday.

This post is part funded by the European Social Fund and the Youth Employment Initiative

**Principal Duties and Responsibilities:**

* To provide person centred support to unemployed young people through their journey into sustained education, employment or training
* To use assessment tools to identify young people’s attributes, circumstances and barriers in order to identify and facilitate access to support needed to maintain positive progress
* To manage a caseload of young people, which includes establishing and agreeing contact, recording information on progress, and monitoring and reviewing outcomes to ensure that their careers guidance needs are met and to ensure progression to a positive outcome
* To help young people evaluate their progress and achievement and to write individual action plans to track progress and development. To continue to support the young person through on going reviews of the needs assessment and action plan
* To write Career Pathway Plans to support transition to Post 16 provision and lead on the initial referral for assessment for EHCP for NEET young people.
* To submit advice to the EHC Hub to contribute to the reviews of young people with SEND at key transition points.
* To advocate for those young people who have additional needs to help them address barriers and make well informed choices about their future education, training and employment plans.
* To represent the interests of young people with opportunity providers, social services and other agencies and services, when this requires substantial and sustained representation of their needs to help them address barriers and sustain engagement.
* To provide careers information, advice and guidance to young people to enable them to develop career management skills and make informed choices about learning and work
* To develop, plan and deliver large and small group work sessions to young people about learning and work through career related learning
* To build relationships with young people through a client centred approach and support them to identify their career development needs and aspirations.
* To identify and influence future provision for young people through analysis of needs and effective liaison with education and employment providers.
* To work together with partner organisations to provide innovative and alternative ways of providing services
* To work with parents, carers and families to support young people
* To actively involve young people in the design, development delivery and evaluation of all aspects of the service
* To plan, negotiate and agree programmes of work in schools and other organisations. To support and assess schools and other organisations who are undertaking the nationally accredited Quality award in CEIAG
* To collaborate with other professionals/advisers to understand their services and role in supporting young people and to develop appropriate links
* To visit and liaise with opportunity providers and other agencies to collect information appropriate to support the work with young people including the development of occupational, learning provision including higher education, and labour market knowledge.
* To be responsible for individual monitoring and achievement of their own targets
* To coordinate, organise, lead and attend meetings/case conferences/EHCP reviews and take on the role of lead professional where appropriate.
* To prepare reports relating to case work, outcomes and destinations
* To use ICT to record accurate, relevant and full information on the client database as part of the process of undertaking the duties of the role and complying with policy and procedures in particular those for safeguarding and data protection
* To develop and apply understanding of theory and effective practice in careers guidance. To reflect on and develop and maintain own skills and practice in career development
* To actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices
* To work with voluntary statutory and community organisations and commercial bodies to ensure a coherent approach to overcoming barriers to learning and employment faced by young people
* To contribute to business and project development within the service
* May require some working outside normal working hours, including evenings and week ends (eg Parent Evenings/ Events)

Council standard statements

* To act in accordance with the Council’s Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided.
* Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective date…………..

Signature of Job Holder………………………………………

**City of Wolverhampton**

**Person Specification**

**Job Title:** Careers Advisor

**Job Purpose and Role:**

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The service also provides careers information, advice, guidance and support to young people 13-19 [up to 25 for those young people with special educational needs and disabilities] to help them make informed choices about learning, employment and training and has a statutory responsibility to support the participation in learning of all young people until their 18th birthday.

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| **Criteria** | **Essential** | **Desirable** |
| Experience | * Significant experience of working either paid or voluntary in a supporting capacity with young people aged 13 – 19 [up to 25 with SEND]
* Significant experience of working with young people on a one to one basis and in groups
* Experience of working with young people and parents/carers in an advocacy role
 | * Demonstrable experience of working with young people with a range of needs including young people who are or are at risk of **N**ot being in **E**ducation **E**mployment or **T**raining [**NEET**] those with SEND, homeless, in the care system, teenage parents and those with experience of the youth justice system.
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| Skills | * Excellent interpersonal,

written and verbal communication skills with both young people and adults* Able to prioritise own work targets and manage conflicting pressures and deadlines
* Ability to engage sensitively, positively and constructively with young people at all levels.
* Ability to work effectively within a team and to assist in the development of services
* Ability to establish effective working relationships with a range of professional colleagues both internally and externally
* Ability to write professional Career Pathway Plans/Action Plans
* Proficient IT skills
 | * Experience of working in a sensitive one to one or advocacy role with young people
* Ability to adapt approach according to the needs of the young person eg for those with SEND
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| Knowledge | * Knowledge of the local and regional opportunity structure
* An awareness of the different types of barriers to progression that young people might face.
* An awareness of the SEND reforms and the processes of Education Health and Care Plans
 | * An understanding of the role of labour market intelligence [LMI] within the careers guidance setting
* An awareness of safeguarding issues, processes and procedures
* An awareness of Special Educational Needs and the impact of these on progression for young people
* An awareness of augmentative and alternative communication methods used in specialist educational needs settings
* An awareness of Wolverhampton’s Local Offer for young people
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| Qualifications and/or Training | * Full NVQ 6 in Information Advice and Guidance
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| Personal Qualities | * An ability to work effectively, sensitively and where appropriate in an advocacy role with a wide range of clients and customers including parents/carers of those young people with SEND
* A flexible and adaptable approach
* Able to travel by public transport or car to a variety of locations
 | * An understanding of Special Educational Needs and Disabilities
* An understanding of equality and diversity
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| Commitment | * An understanding of and active commitment to issues of equality and diversity
* A commitment to working with a range of different types of young people including those who are disadvantaged and/or vulnerable
* A commitment to the principle of impartiality in the IAG role and to the concept of continuous professional development
 | * A desire to support those young people with additional needs/SEND to overcome barriers and reach their potential
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