

C & K CAREERS LTD

JOB DESCRIPTION AND PERSON SPECIFICATION

POST: CAREERS ADVISER (EDUCATION)
Context: (providing careers advice and guidance)

GRADE: Salary Points SP 18-28
No progression beyond SP 22 without DipCG part 2 or QCG with NVQ4

REPORTS TO: EDUCATION TEAM MANAGER

JOB PURPOSE: To enable all young people to participate effectively in appropriate learning opportunities, by raising aspirations and self-confidence, removing barriers to learning and by brokering access to a range of specialist services, enabling them to reach their full potential.

Specific Context: To provide impartial information advice, guidance on careers and other related issues and to provide support to young people 13-19.

MAIN DUTIES

CORE:

- 1 To ensure that the needs of young people in their caseload are met in an integrated, coherent and sustained manner by providing direct support.
- 2 To assess needs of young people in their caseload and broker specialist services as appropriate. To refer to colleagues or partner organisations for additional help and support whilst continuing to act as lead CA. To ensure that the exchange of relevant information between partners takes place having due regard for client confidentiality. To maintain and up date client information and records.
- 3 To provide intensive and sustained support for those with multiple problems.
- 4 To provide in-depth guidance and support for those at risk of disengaging.
- 5 To provide information and advice on career, learning and employment choices for those requiring minimum levels of intervention.
- 6 To manage and be accountable for a caseload of young people. To locate, engage and maintain contact with young people in that caseload, referring them to opportunities and working to maximise those who are in employment, education or training.

- 7 To encourage and involve customers in the design, delivery and evaluation of all aspects of our services in accordance with policies and procedures

The balance of these duties will depend on context and qualification level.

Specific Context:

- 1 To provide specialist careers advice, guidance, support and information to students in schools and colleges, either individually or in groups, also to post-school/college clients, including those who are unemployed, employed, or in training.
- 2 To work with clients within the labour market, mainly through a 'duty' drop-in and appointment system, to support young people leaving year 11 over the summer and until satisfactorily settled into an appropriate destination.
- 3 To work with other Careers Advisers/Personal Advisers and agencies involved with young people, participating in meetings, case conferences and reviews where necessary in order to support individuals in the caseload.
- 4 To seek parental support and encourage active involvement in the careers guidance process and to assist in developing, planning and holding parents events.
- 5 To negotiate and regularly review the careers elements of Service Delivery Agreement between Educational Establishments (or Directorates/Schools within College) and the company; to attend meetings, including as appropriate with governors or parents, to provide information, reconcile problems and heighten awareness of services available; to be involved in the development and planning of relevant curriculum initiatives, promote best practice; to contribute to the planning, implementation, and evaluation of careers education programmes in schools and colleges.
- 6 To maintain contact with employers, exchange labour market information, promoting the Company's job placing service, promoting equal opportunities, reconciling problems as and when required, and encouraging education/business links.
- 7 To promote equal opportunities in all aspects of work, including developing approaches which seek to challenge traditional stereotypes.
- 8 To maintain and update client records and confidential information, using Information Technology; to follow up young people in years 11, 12 and 13 in order to identify individual destination and offer help if required. To contribute to the production of destinations reports and other statistical analyses.

- 9 To produce monthly and other periodic returns on work undertaken against targets including, e.g. numbers of interviews, group sessions, action plans; narrative reports on progress etc.
- 10 To support the delivery of work experience through Careers Education lessons, assisting with the completion of forms, liaising with parents and visiting students on work experience placements.
- 11 To have a general awareness of the benefit system and education maintenance allowances and to assist clients with the completion of forms where necessary.

SUPERVISORY RESPONSIBILITY

No line management responsibility for other staff. May have some responsibility for students on placement or for probationary and trainee Careers Advisers.

ADDITIONAL RESPONSIBILITY

- 1 The provision of services and support for clients with special educational needs to supplement the work of specialist Careers Advisers.
- 2 The provision of additional services to meet the needs of ethnic minority clients, with the support of relevant specific staff.
- 3 To successfully complete training deemed necessary in order to advise clients and to keep knowledge and expertise up to date at all times.

ESSENTIAL CRITERIA

- 1 Experience of delivering CIAG in schools/colleges
- 2 Professional Qualification in Careers Guidance; PgDipCG, QCG, QCGD
- 3 Skills in interviewing and group work
- 4 An understanding of the role of the Connexions/Careers Service
- 5 A knowledge of the issues affecting the personal development of young people and the agencies which specialise in helping young people on these issues
- 6 Broad knowledge and grasp of education, training and employment opportunities.
- 7 Good oral and written communication skills
- 8 A sound grasp of equal opportunities policies and practices
- 9 Capable of self organisation, planning priorities and taking decisions

- 10 Able and willing to contribute to continuing developments in careers guidance and supporting processes
- 11 Able to form good working relationships with a wide range of individuals and agencies and to work as a team member
- 12 Negotiating skills to influence and effect change
- 13 Full driving licence or immediate prospects of acquiring one plus access to a motorised vehicle and willingness to use it for business purposes¹.
- 14 Flexible and adaptable to cope with changing or conflicting demands and to cope with pressure
- 15 Self motivation and emotional resilience
- 16 A commitment to the achievement of a high level of customer care and quality of service. Ability to promote the services of C & K Careers.
- 17 ICT skills: Able to update and maintain client records on computer, word processing, communicating via e-mail, producing reports.

DESIRABLE CRITERIA

- 18 Experience of work with young people
- 19 Diploma in Careers Guidance part 2 or NVQ4 with QCG

ADDITIONAL REQUIREMENTS

The postholder will:

- ensure the Health and Safety of all staff and resources within the postholder's area of responsibility, i.e. delegated responsibility in relation to the nature of the postholder's duties and personal responsibilities as per Section 7 and 8 of the Health and Safety at Work Act 1974 and regulation 12 of The Management of Health and Safety at Work Regulations 1999.
- undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Chief Executive from time to time, in consultation with the postholder.
- carry out duties at all times in such a way as to safeguard and promote the welfare of children and young people and to follow the company's safeguarding policy and procedures.

¹ Please note that for an applicant with a disability which prevents them from acquiring a driving licence, it may be possible to make reasonable adjustments. Also, whilst this appears as an essential criterion, given the range of locations and flexibility needed, consideration would be given to otherwise suitable applicants without a full driving licence, where there is reasonable scope in the team as a whole to structure workloads to take account of this.

- carry out duties at all times in compliance with the Company's Equal Opportunities Policy.
- agree that the company will apply for an Enhanced Disclosure from the Disclosure & Barring Service at the point of commencing in the post and on a regular basis as determined by the company, provide evidence of identification to support the application, declare any criminal convictions at the point of application and declare any subsequent criminal conviction so that the company can consider if it adversely impacts upon the postholder's role.
- demonstrate commitment to and comply with the Company's policy of meeting quality standards and striving for continuous improvement.
- demonstrate a professional and flexible approach in fulfilling the requirements of the role.
- avoid disclosing information acquired whilst carrying out duties where such information is of a personal, sensitive or confidential nature, except where essential for the effective performance of those duties in line with data sharing agreements and guidelines on sharing information with third parties.