

# C & K CAREERS LTD

## JOB DESCRIPTION AND PERSON SPECIFICATION

- POST:** CAREERS ADVISER – SEND  
(Special Educational Needs & Disabilities)
- Context :** Providing Careers Advice and Guidance for students with SEND
- GRADE:** Salary Points 18-28      No progression beyond SP 22 without NVQ level 4 LDSS
- REPORTS TO:** SEND CO-ORDINATOR
- 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.

## MAIN DUTIES

### CORE:

1. To ensure that the needs of young people in their case load 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
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 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 and operational requirements. The relative emphasis within the range of duties will vary according to the particular caseload of the holder, which itself may be changed over time.**

## **Specific Context**

To provide specialist careers advice and support clients with SEND.

## **MAIN DUTIES**

- 1 To carry a caseload of clients with SEND; to provide careers advice and support to the client and his/her family and to ensure that the client's needs are met with regard to information, referral and placing services. To maintain contact with special needs clients in some cases up to the age of 25 years.
2. To attend reviews of statemented clients with complex needs, to give advice to other professionals and parents. To participate in EHC transfers and reviews of clients and to give advice to clients, other professionals and parents.
3. To advise non-specialist colleagues who may be dealing with clients with special needs and to take referrals where appropriate.
4. To make recommendations on suitable further education, training and assessment; to liaise with providers on necessary support; to prepare reports to the local authority where residential provision is appropriate; to take the lead in ensuring a satisfactory transition is made from school to other provision and reviewing progress subsequently.
5. To make home visits to clients and their families, on occasions jointly with other professionals e.g. YPS workers, Social Workers, out of area visits to Calderdale and Kirklees students in specialist education establishments.
6. To network, advocate and negotiate with other agencies providing support to people with LDD eg Jobcentre Plus, Benefits Agency, learning providers, Social Services; to represent C&K Careers and interests of special needs clients on a range of special needs forums and working groups. To take part in the planning and implementation of the C&K-wide special needs careers convention.
7. To work with other Careers Advisers and agencies involved with young people, participating in meetings where necessary in order to support individuals in the caseload.
8. To provide in-service training and advice on special needs to colleagues in C&K Careers, special needs teachers, support staff in schools and other professionals.
9. To maintain and update client records and confidential information, using Information Technology. To compile individual destination records and to contribute to the production of statistical analyses.
10. To encourage and involve customers in the design, delivery and evaluation of all aspects of our services in accordance with policies and procedures.

## **SUPERVISORY RESPONSIBILITY**

None

## **ADDITIONAL RESPONSIBILITY**

None

## **ESSENTIAL CRITERIA**

- 1 Recent relevant experience
- 2 Diploma in Careers Guidance Parts 1 and 2 Qualification in Careers Guidance (QCG) with or working towards the Level 6 Careers Guidance & Development.
- 3 Willingness to undertake further specific training in respect of SEND work.
- 4 A degree or equivalent.
- 5 Ability to form sound and professional relationships with young people that are motivating and inspiring.
- 6 Ability to assess client's needs and develop positive approaches to help clients to achieve their full potential.
- 7 Strong personal communication skills orally, in writing, electronically and by telephone with a wide range of individuals and partner agencies.
- 8 Negotiating skills – to influence others and to form positive working relationships with a wide range of agencies and individuals.
- 9 Understanding and commitment to promoting equal opportunities in practice and how this underpins all work with clients.
- 10 Awareness of the range of factors that can lead to some young people not participating.
- 11 Experience of developing and maintaining supportive team working relationships with other individuals and agencies for the benefit of young people and in a way that overcomes barriers.
- 12 Personal Effectiveness: personally organised manage and priorities own caseload, assess, plan and review with young people, agencies and colleagues, to work effectively in a team. A determined, self-reliant approach to problem solving.
- 13 A genuine interest in working with SEND.
- 14 Commitment to the achievement of a high level of customer care and quality of service.

- 15 Flexible and adaptable to handle changing and conflicting demands
- 16 Positive and enthusiastic attitude to work.
- 17 ICT skills: Able to update and maintain client records on computer, word processing, communicating via e-mail, producing reports.

### **DESIRABLE CRITERIA**

- 18 Recent relevant experience of providing information, advice and guidance and support on careers, learning and employment to young people with Special Needs.
- 19 Training in relation to Special Needs work.
- 20 Knowledge and understanding of relevant agencies in the Community to support young people and able to broker services for clients
- 21 Knowledge of a range of Special Needs (eg physical, learning difficulties, behaviour).
- 22 Ability to analyse and interpret data.
- 23 Full driving licence or immediate prospects of acquiring one plus access to a motorised vehicle and willingness to use it for business purposes <sup>1</sup>

### **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 1992.

---

<sup>1</sup> 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 a desirable 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

- 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.
- 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.