

Job Description

Job title:	Careers Adviser (L6 Qualified)
Services:	Careers (Traded)
Reports to:	Local Manager
Usual office base:	nominated school/local authority
Grade:	Careers Grade 3

Job purpose:

Provide careers advice, guidance and support to individuals and groups of young people.

Job objectives:

1. Produce tailored careers information, advice and guidance to meet the needs of young people including vulnerable groups and those with special education needs and disabilities (SEND); taking part in reviews and contributing to the education health and care plans as required.
2. Produce action plans and record information where appropriate.
3. Plan and deliver small/large group sessions/events on a range of careers-related topics as required.
4. Take a proactive and highly visible approach to developing working relationships with other professionals both internal and external, including providing feedback, agreeing priorities and reviewing arrangements.
5. Manage information by maintaining paper and electronic records to the required standards, sharing information appropriately, all within the boundaries of confidentiality and with regard to Data Protection legislation.
6. Attend parents'/carers events as required and plan and deliver programmes of work which successfully involve parents/carers so that they are able to contribute to and support the progression of their child into learning and work.
7. Work with colleagues and partner agencies, including schools and colleges to plan and implement appropriate strategies. Maintain contact with clients in order that they enter and successfully sustain their learning.

8. Develop and maintain personal and professional effectiveness and standards of work in accordance with the CDI Code of Ethics through participation in progress/performance review processes, attending relevant meetings, training and support and activities.
9. Promote diversity and equality of opportunity as part of delivering effective information, advice and guidance.
10. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training

Person specification:

Knowledge

Essential:

- ✦ Will have L6 careers guidance.
- ✦ An understanding of and a commitment to, equality of opportunity for all Knowledge of the local labour market and issues relating to learning and employment
- ✦ Demonstrate an up to date knowledge of legislation and statutory requirements of working with young people
- ✦ Detailed knowledge of relevant developments in Careers Education, Information, Advice and Guidance
- ✦ Demonstrate professional commitment to children's rights, equal opportunities and diversity
- ✦ Have a detailed knowledge of education, employment, training and personal development opportunities that are available for young people
- ✦ Understanding of working with young people and their careers aspirations

Desirable:

- ✦ Knowledge of using digital & social media in a workplace environment
- ✦ Knowledge of education, employment, training and personal development opportunities that are available for young people
- ✦ Detailed knowledge of relevant developments in Careers Education, information, advice & Guidance
- ✦ Knowledge of evaluation methods and how to measure impact of activities

Experience Essential:

- ✦ Will have worked with young people preferably in a school setting
- ✦ Will have worked in a collaborate team setting and built/maintained effective relationships
- ✦ Will have experience in CIAG in any setting

Skills

Essential:

- ✦ Effective communication skills including written and verbal and be able to relate to a wide range of people and organisations
- ✦ Work collaboratively as part of a team

- ✦ Excellent organisational skills to include time management of own work
- ✦ Ability to meet deadlines and achieve targets and implement contingency plans where necessary
- ✦ Excellent IT skills including all Microsoft Office software
- ✦ Apply a flexible approach to work activities including travel as required to meet business objectives
- ✦ Display an open mind and positive attitude to work and colleagues

Competency Band: 4

Key Competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence - Creating and Leading Success	Works with others to provide a reliable, efficient service to internal and external clients/learners	Responds effectively to both changing circumstances and to people with different perspectives
Integrity - Supporting and Building Trust	Delivers on their responsibilities and can usually be relied upon to do what they say they will do	Demonstrates an open, unbiased approach and is willing to learn from others
Accountability - Delivering and Improving	Recognises when services are not being delivered to the required level of quality and takes appropriate action	Considers and suggests ideas for improvements to deliver results, sharing this feedback with others in a constructive manner
Collaboration - Engaging and Partnering	Displays enthusiasm around goals, adopting a positive approach when interacting with internal and external stakeholders	Understands how their own behaviour contributes to the sharing of knowledge and ideas

Job Family: Careers Adviser

Education Development Trust is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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