



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

<b>POST TITLE:</b>	Connexions Advisor
<b>GRADE:</b>	Band 6 (subject to job evaluation)
<b>RESPONSIBLE TO:</b>	Connexions Manager
<b>RESPONSIBLE FOR:</b>	N/A

#### Overall Objectives of the Post:

The role will provide impartial information advice and guidance to young people to ensure that they maximise the opportunities to improve outcomes in education, training and employment.

The post holder will also carry out return home interviews as part of the local authorities missing response.

#### Key Tasks of the Post:

1. To assist with the improvement of local IAG delivery services in respect of universal and targeted delivery.
2. To provide tailored and specialist IAG support to young people in schools, colleges, training providers and community settings.
3. Deliver interventions that support young people to take steps to engage in education, training and employment.
4. To offer group work to improve the skills of young people.
5. Track young people in agreed cohorts, undertaking contact attempts, including phone calls and home visits.
6. To hold a caseload of young people, ensuring barriers to progression are overcome.
7. To undertake the duty role, responding to the presenting needs of young people.
8. Develop partnership working with schools, colleges, training providers and other relevant parties to ensure improved outcomes for young people.
9. Develop and understand knowledge of local labour market and government initiatives to support young people in their choices.
10. To represent the service, as required at events in schools, colleges and other appropriate settings, to promote IAG to young people and their families. These may be out of normal office hours.
11. To monitor caseload of young people who are not in education, employment and training (NEET) and identify interventions that improve performance and outcomes in this area.
12. Ensure that all records are kept up to date in an accurate and timely manner.
13. To support the manager in the achievement of the matrix assessment of quality.

14. To attend team meetings and participate in continuous professional development events.
15. Provide evidence to support statutory returns and other reporting by the service.
16. Identify any safeguarding issues and report through the appropriate mechanisms.
17. To undertake return home interviews on a rota basis and to participate in training and quality assurance attached to this.
18. To undertake CSE screening when risk is identified.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: SC/CL

Date: 2.10.19