

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
DIRECTORATE:		Children's Services
SERVICE AREA:		Help & Support
JOB TITLE		Trainee Careers Adviser
REPORTING TO:		Team Manager
APPRENTICESHIP QUALIFICATION		Career Development Professional Level 6
APPRENTICESHIP DURATION:		24 months + EPA period
1.	JOB SUMMARY:	
	<ul style="list-style-type: none"> • To train as a Careers Adviser within Youth Direction. • To manage a caseload of vulnerable & targeted young people and work collaboratively to ensure they have access to all available education, employment, training and personal development opportunities. This includes young people who are Not in Education, Employment or Training (NEET) and those identified by the Risk Of NEET Indicator (RONI) as being at risk of not making successful post-16 progress. • To provide individual support to young people to overcome barriers to learning; to provide information, advice and Guidance in order to support their readiness and decision making in applying for education, employment and training opportunities; and support to attend activities which promote engagement in post-16 learning. • To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience. 	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	To provide impartial and comprehensive Information, Advice, Guidance and support to vulnerable young people, raising their aspirations and overcoming barriers to learning.
	2	To work in partnership with young people, their parents and carers in identifying their needs and strengths and, where appropriate, develop personal action plans.
	3	To manage a caseload of young people and ensure this adheres to locally and nationally agreed guidance on the support of targeted and vulnerable young people.
	4	To undertake in depth interviews/needs assessments and provide information and referrals to appropriate partner agencies.
	5	To use the Risk Of NEET Indicator to identify young people aged 13-19, both targeting preventative work with those In Learning (pre-16 and post-16) and focusing on re-engagement activity with those who are NEET.
	6	To broker access to learning, training and personal development opportunities for young people.
	7	To use NEET Assessment tools to assess the support needs of NEET clients.
	8	To record activity that will assist in the quality assurance process. To maintain accurate records using the CCIS client management system and adhere to guidance regarding this.
	9	To work in partnership with other professionals and organisations to ensure the co-ordination of relevant support services and networks for young people.
	10	To contribute to the increase in the number of young people staying in learning as outlined through Raising the Participation Age.

11	To respond innovatively to the needs of young people, acting as advocate in their interests and promoting their participation in service delivery.
12	To contribute to the achievement of service objectives, including increasing the number of young people In Learning and reducing the proportion of young people aged 16-19 years who are NEET.
13	To assist the Youth Direction Manager in ensuring that young people have access to a wide range of universal, preventative, targeted and intensive youth support services, ensuring the delivery of the full youth offer including places to go, things to do, Information, Advice and Guidance (IAG) and targeted support.
14	To record all activity on the appropriate client management information systems.
15	To represent Youth Direction at relevant meetings, and to work in a variety of settings as requested.

3 GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name	Signature	Date
Job Description written by (Manager)
Job Description agreed by (Apprentice)

Job Description dated June 2021



PERSON SPECIFICATION

Job Title	Trainee Careers Adviser	
Directorate / Service Area	Children's Services	Help & Support – Youth Direction

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 3 qualification or above (e.g. A-levels / BTECs) and Maths and English at Level 2 / GCSE Grade C / 4 or above.</p> <p>PLEASE NOTE: You must not hold an existing qualification at the same or higher level as this apprenticeship, or in a similar subject</p>	<p>Training in areas related to vulnerable & targeted young people's needs</p> <p>NVQ3 or NVQ4 Diploma in Information Advice Guidance (IAG)</p>	Application form / Certificates
Experience	<p>Working as part of a team (this could be in a sporting, educational, work or social setting) as well as demonstrating use of own initiative</p> <p>Working with members of the public / Customers</p> <p>Experience of managing and prioritising workloads</p>	<p>Developing interventions or action plans for individuals</p> <p>Work with schools and/or colleges and other learning providers</p> <p>Work with disadvantaged and excluded young people</p> <p>Experience of partnership working</p>	Application / Interview / References
Knowledge & Skills	<p>Excellent communication & interpersonal skills</p> <ul style="list-style-type: none"> ability to communicate openly, honestly and accurately 	<p>Knowledge of how key agencies work together in supporting individuals and families</p> <p>Safeguarding agenda and principles</p>	Application / Interview / References

	<ul style="list-style-type: none"> listening skills applying professional curiosity to understand and assess information to provide advice and support <p>IT Skills in Microsoft Office inc. Outlook, Word and Excel</p> <p>Good Organisational Skills and the ability to work to deadlines</p> <p>Motivational skills</p> <p>Presentation skills</p> <p>Knowledge and understanding of barriers to learning</p>	<p>Use of client management systems</p> <p>Experience of providing support in a sensitive manner</p> <p>Advocacy for young people</p>	
Specific behaviours relevant to the post	<p>Demonstrate the Council's behaviours which underpin the Culture Statement</p> <p>Committed to own personal development</p> <p>Flexible approach to work</p> <p>The ability to solve problems logically</p> <p>Self-motivated and the ability to work to tight deadlines</p> <p>High personal standards and self-discipline</p> <p>Compassion, Dignity & Respect for others</p> <p>Resilience</p>		Application / Interview / References
Other requirements	<p>Due to the frequent need for travel across and outside the Borough the need to travel independently is a requirement of this post</p> <p>Subject to an enhanced DBS check</p>		Application / DBS

Person Specification dated

7 June 2021