Northumberland County Council JOB DESCRIPTION

Post Title: Virtual School Careers Adviser	Director/Service/Sector:	Director/Service/Sector: Virtual School, Children's Services	
Band: 6	Workplace: Northumbria	Workplace: Northumbria House, Cramlington	
Responsible to: VS Lead Careers Adviser	Date: April 2021	Manager Level:	HRMS ref:
Job Purpose: To work within the Virtual School Care Leavers based on their learning and person	al development needs. To negotia		
care team to support their progression to the rele	vant EET provision.		
Resources	Staff		
F	nance None		
PI	nysical Interrogation and manipula	ation of sensitive and confidential data.	
	Clients Looked After Children and	Care Leavers	
Duties and key result areas:			
agencies and other partners to identify ar	nd refer young people who are NEE	dren's' Services locality teams, education pro T or at risk of becoming NEET, including the guidance and appropriate ongoing support to	ose facing substantial or multiple
 To liaise colleagues, including the young substance misuse, money and alcohol, w 		negotiate barriers, including emotional issues of vulnerable young people.	s, relationships, housing, health,
3. To engage with vulnerable young people support on personal issues, learning, car		, to motivate and challenge, and to offer info ent opportunities.	rmation, advice, guidance and
4. To offer careers guidance to Looked Afte	r Children in year 9-11, as well as y	ear 12 and 13 supporting transitions where a	appropriate.
To develop individual action plans outlining relevant partners to ensure they have a compared of the second secon		ogramme of learning, working with the youn on, employment and training post-16.	g person, their care team and any

- 6. To support the young person's progression and retention in appropriate learning provision, working with key contacts to ensure young people are supported as LAC and care leavers by their learning provider.
- 7. To maintain accurate and timely client records, update the Virtual School database, and other records as appropriate and provide relevant information to providers to assist initial assessment and support planning.
- 8. To keep up to date with legal requirements, policies and initiatives which affect LAC and care leavers, including benefits and bursaries.
- 9. To ensure that the Local Authority meets its statutory duty to meet the Information, Advice and Guidance (IAG) needs of vulnerable young people.
- 10. To attend any meeting e.g PEP reviews, Looked After Child reviews, EHCP reviews and Care Team meetings as when needed.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	Frequent travel within the country and regular travel around the North East with some
	visits to young people out of county.
Working patterns:	Usually normal office hours within flexible working arrangement. Occasional evening and
	weekend working.
Working conditions:	Office based, visiting providers or work, 1:1 in informal settings
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Northumberland County Council PERSON SPECIFICATION

Post Title: Careers Adviser	Director/Service/Sector: Virtual School, Childrens Services Ref: 2	2242
Essential	Desirable	Assess by
Knowledge and Qualifications		
 Diploma or Qualification in Careers Guidance or a NVQ 4 in Information, Advice and Guidance. Understanding of issues and barriers facing vulnerable young people in their transition to adult and working life. Ability to prioritise the needs of young people. Knowledge and experience of working with other relevant professional organisations. A working knowledge of LMI and Careers Information, including apprenticeships and training, further and higher education options. An understanding of the impact upon young people's lives of their career choices. Ability to communicate, manage time and manage caseload using ICT. 	 Understanding of relevant legislation affecting young people's services. Awareness of current developments / trends in educational and youth support practice. Good interpersonal and presentation skills. Good time management and work prioritisation skills. Knowledge and understanding of multi-agency working Understanding of good corporate parenting and what that looks like in practice Degree level qualification or equivalent. Current, clean driving licence. 	(a and i)
Experience		
 Working with young people in a range of settings. Team and partnership working. Problem solving in a variety of situations. 	 Engaging on a one to one basis with vulnerable young people aged 13-19 in informal settings. Actively engaging young people in decision making process. Proactive and innovative approaches to working practice. Knowledge of key local authority partners, stakeholders, and providers involved in post 16 education, training and care. 	(a and i)
Skills and competencies		
 Work systematically, able to organise self and plan and prioritise workload. Write clearly and manage data accurately. Deal appropriately with a range of complex and sensitive issues. Assimilate information from a variety of sources. Interpret, investigate, confirm and explain findings and relevant policies to young people and their families. Communicate with young people and their families on sensitive issues 	 Ability to maintain professional boundaries in a range of settings and situations. Flexibility. Ability to prioritise and manage high workload 	(a, r and i)

Physical, mental and emotional demands					
Pressure from deadlines and conflicting / changing demands and priorities.		(r and i)			
Management of expectations or demands from young people and their families.					
Other					
Ability to meet the travel requirements of the post.					

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits