

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Virtual School Careers Adviser	<b>Director/Service/Sector:</b> Virtual School, Children’s Services		<b>Office Use</b>
<b>Band:</b> 6	<b>Workplace:</b> Northumbria House, Cramlington		JE ref: 2242 HRMS ref:
<b>Responsible to:</b> VS Lead Careers Adviser	<b>Date:</b> April 2021	<b>Manager Level:</b>	
<b>Job Purpose:</b> To work within the Virtual School as part of a multi-agency team to provide co-ordinated and individualised support to Looked after Children and Care Leavers based on their learning and personal development needs. To negotiate a bespoke learning and personal development plan in conjunction with their care team to support their progression to the relevant EET provision.			
<b>Resources</b>		Staff	
	Finance	None	
	Physical	Interrogation and manipulation of sensitive and confidential data.	
	Clients	Looked After Children and Care Leavers	
<b>Duties and key result areas:</b>			
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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

**Northumberland County Council  
PERSON SPECIFICATION**

<b>Post Title:</b> Careers Adviser		<b>Director/Service/Sector:</b> Virtual School, Childrens Services		Ref: 2242
<b>Essential</b>		<b>Desirable</b>		<b>Assess by</b>
<b>Knowledge and Qualifications</b>				
<ul style="list-style-type: none"><li>• Diploma or Qualification in Careers Guidance or a NVQ 4 in Information, Advice and Guidance.</li><li>• Understanding of issues and barriers facing vulnerable young people in their transition to adult and working life.</li><li>• Ability to prioritise the needs of young people.</li><li>• Knowledge and experience of working with other relevant professional organisations.</li><li>• A working knowledge of LMI and Careers Information, including apprenticeships and training, further and higher education options.</li><li>• An understanding of the impact upon young people's lives of their career choices.</li><li>• Ability to communicate, manage time and manage caseload using ICT.</li></ul>		<ul style="list-style-type: none"><li>• Understanding of relevant legislation affecting young people's services.</li><li>• Awareness of current developments / trends in educational and youth support practice.</li><li>• Good interpersonal and presentation skills.</li><li>• Good time management and work prioritisation skills.</li><li>• Knowledge and understanding of multi-agency working</li><li>• Understanding of good corporate parenting and what that looks like in practice</li> <li>• Degree level qualification or equivalent.</li><li>• Current, clean driving licence.</li></ul>		(a and i)
<b>Experience</b>				
<ul style="list-style-type: none"><li>• Working with young people in a range of settings.</li><li>• Team and partnership working.</li><li>• Problem solving in a variety of situations.</li></ul>		<ul style="list-style-type: none"><li>• Engaging on a one to one basis with vulnerable young people aged 13-19 in informal settings.</li><li>• Actively engaging young people in decision making process.</li><li>• Proactive and innovative approaches to working practice.</li><li>• Knowledge of key local authority partners, stakeholders, and providers involved in post 16 education, training and care.</li></ul>		(a and i)
<b>Skills and competencies</b>				
<ul style="list-style-type: none"><li>• Work systematically, able to organise self and plan and prioritise workload.</li><li>• Write clearly and manage data accurately.</li><li>• Deal appropriately with a range of complex and sensitive issues.</li><li>• Assimilate information from a variety of sources.</li><li>• Interpret, investigate, confirm and explain findings and relevant policies to young people and their families.</li><li>• Communicate with young people and their families on sensitive issues</li></ul>		<ul style="list-style-type: none"><li>• Ability to maintain professional boundaries in a range of settings and situations. Flexibility.</li><li>• Ability to prioritise and manage high workload</li></ul>		(a, r and i)

<b>Physical, mental and emotional demands</b>		
Pressure from deadlines and conflicting / changing demands and priorities.  Management of expectations or demands from young people and their families.		(r and i)
<b>Other</b>		
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