

DIRECTORATE: Adult and Children's Services		Division/Section/Branch: Children's Services
Service/Sub-Division: School Administration		
GRADE: 6		JEM Reference No: Enhanced DBS Required? Yes/No
JOB TITLE: Work Experience Manager/Careers Adviser		
REPORTS TO: Careers Leader		
1.	PURPOSE OF JOB: To solely manage and implement work experience for Year 10 and Year 12 students and provide information in accordance with statutory requirements. To support young people into working life through education by providing careers guidance. To work closely with professionals from a range of agencies to engage young people in learning and employment.	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
1	To plan and deliver one-to-one and small group Careers Guidance within the School. This will include establishing priority lists prior to appointments, keeping records and providing action plans for students.	
2	To implement and manage the School work experience programme.	
3	To ensure all health and safety regulations are met with regards to students and their work place. Provide comprehensive information to parents regarding work experience; this will include creating documentation on a regular basis and, when appropriate, having one-to-one contact with parents.	
4	To ensure the successful implementation of the work experience programme, ensuring all students are fully advised and supported with information and choice. Provide and collate all the necessary documentation to employers, parents and students with regards to data protection, health and safety, job descriptions, and where appropriate, student medical details/confidential details.	
5	To ensure that vulnerable students are placed in the most suitable environment and the placements are regularly monitored.	
6	To advise teaching and non-teaching staff to ensure awareness of the work experience programme and necessary involvement.	
7	To be available as first point of contact for employers, students and parents during the work experience programme including out of normal working hours if necessary and deal immediately with any issues arising.	
8	To assess, through the delivery of work experience debrief sessions, the success of the programme.	
9	To engage with young people to identify and address their needs which affect their career aspirations, employment and training.	
10	To utilise and support education and training providers and	

		employers in meeting the needs of young people.
	12	To manage own time and deliver objectives and targets ensuring the development of professional practice and updating personal knowledge of local and national initiatives. This can include autonomous working.
	13	To have a working knowledge of the UCAS application process to support the Careers Leader with submissions.
	14	To support the Careers Leader in the delivery of operational objectives, plans and targets and to review and monitor these to improve careers provision.
	15	To support the Careers Leader in the collation of student destination information.
3. MANAGEMENT OF PEOPLE		
	1.	There are no line management responsibilities.
4. CREATIVITY AND INNOVATION		
	1.	Demonstrate the ability to respond effectively to the professional practice needs of colleagues, schools and colleges and support professional development issues.
	2.	Demonstrate a creative and reflective approach to the design and delivery of services.
	3.	To develop and maintain a wide range of creative methods of engaging young people in planning for their future and to share good practice with colleagues.
	4.	To creatively seek solutions that are in the best interests of young people to help them engage in continued learning or structured work beyond the age of 16.
	5.	Continuously demonstrate and develop better understanding of ethical issues in relation to working with young people. (e.g. Confidentiality, Child Protection and equal opportunities, etc.)
5. CONTACTS AND RELATIONSHIPS		
	1.	Develop and sustain effective working relationships with staff from other agencies, schools, colleges etc. and engaging with senior colleagues within schools and colleges with a view to encouraging commissioning of the Careers Guidance Service.
	2	Work to appropriate protocols, partnership agreements and common values.
	3	Contribute to agencies assessments of individual young people's needs and abilities.
	4	To use diplomacy to seek the best outcomes for a young person where this may bring the role into contention with an existing learning provider
	5	To continue to deliver a professional and constructive service in the face of a potentially unreceptive, rude or hostile clients.
	4	Develop and maintain relations with adults and young people through individual and group contact.
	5	Provide sustained support to adults and young people through regular contact, monitoring and review of progress.
6. WORK ENVIRONMENT		
	a) Work Demands Impact of deadlines and changing of conflicting priorities Regularly meet agreed and imposed deadlines for reports,	

	<p>Information/data collection and performance management</p> <p>Work within an environment of interruptions and constantly changing and often conflicting priorities,</p> <p>To work flexibly to meet the needs of the School</p>
	<p>b) Work Context</p> <p>Working alongside young people there is a risk of verbal and physical abuse/violence from the young person and/or their families, health and safety issues may arise from working in an uncontrolled environment</p>
<p>7.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>The postholder will be expected to have:</p> <p>Essential Qualification:</p> <p>Must have or working towards a Level 6 Guidance Practitioner Qualification.</p> <p>Essential Experience/Knowledge/Skills</p> <ul style="list-style-type: none"> • Experience of working with systems for referral, identification of need etc. • Knowledge/understanding of the needs of young people 11-19 in terms of making effective transitions and sustaining participation in learning and/or employment. • Ability to analyse, interpret and identify development needs of young people and ability to devise a plan of action to meet these needs. • Administrative skills. • Understanding of ethical issues surrounding work with young people (e.g. boundaries of confidentiality, child protection, equal opportunities.) • Ability to communicate at a high level orally and in the written form. • Able to work as part of a team. • Ability to establish and sustain working relationships with key staff in school and with appropriate external providers. • Able to reflect on own practice and with a positive approach to own professional development. • Committed to the provision of a service based on equality of opportunity, inclusion, partnership and co-operation.
<p>8.</p>	<p>GENERAL</p> <p>The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.</p>
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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.</p>	
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>	

Health and Safety - The postholder 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 Lincolnshire County Council 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: [Postholder]
<p>Note: Qualifications and Experience headings are included in the Person Specification, see 'Using Competencies in Recruitment & Selection' in the Employment Manual on George.</p> <p>Guidance on the completion of this JD can also be found on George or available from your Directorate HR Adviser.</p>			
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