

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
DIRECTORATE:		Children's Services	
SERVICE AREA:		Help & Support – Children and Young People	
JOB TITLE		Trainee Careers Adviser	
REPORTING TO:		Lead Adviser	
APPRENTICESHIP QUALIFICATION		Career Development Professional Level 6	
APPRENTICESHIP DURATION:		24 months	
1.	JOB SUMMARY:		
	<p>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.</p> <p>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.</p> <p>To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.</p>		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1	To train to Level 6 in IAG, by completing the Level 6 Career Development Professional and by gaining practical and professional experience in role.	
	2	To provide impartial and comprehensive Information, Advice, Guidance and support to vulnerable young people, raising their aspirations and overcoming barriers to learning.	
	3	To work in partnership with young people, their parents and carers in identifying their needs and strengths and, where appropriate, develop personal action plans.	
	4	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.	
	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 respond innovatively to the needs of young people, acting as advocate in their interests and promoting their participation in service delivery.	

	11	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.		
	12	To represent Opportunities 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.			
	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)		Ian Caley	Ian Caley	18/4/23
Job Description agreed by (Apprentice)	

Job Description dated April 2023


PERSON SPECIFICATION

Job Title	Trainee Careers Adviser	
Directorate / Service Area	Children's Services	Help & Support – Children and Young People

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Level 3 qualification (A-levels or BTec - expected or obtained)</p> <p>Minimum 5 GCSEs Grade C/4 or above or equivalent Level 2 qualifications (must include English & Maths)</p>	<p>Training in areas related to vulnerable & targeted young people's needs</p> <p>NVQ3 or NVQ4 Diploma in IAG</p>	<p>Application form / Certificates</p>
Experience	<p>Working with members of the public</p> <p>Experience of managing and prioritising workloads</p> <p>Successful experience of partnership working</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>Application / Interview / References</p>
Knowledge & Skills	<p>Excellent communication & interpersonal skills</p> <ul style="list-style-type: none"> ability to communicate openly, honestly and accurately 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>Knowledge of how key agencies work together in supporting individuals and families</p> <p>Safeguarding agenda and principles</p> <p>Use of client management systems</p> <p>Experience of providing support in a sensitive manner</p> <p>Advocacy for young people</p>	<p>Application / Interview / References</p>

	<p>Good organisational skills and the ability to work to deadlines</p> <p>Motivational skills</p> <p>Presentation skills</p> <p>Organisational skills</p> <p>Knowledge and understanding of barriers to learning</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 May 2023

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Help & Support – Children and Young People
JOB TITLE: Trainee Careers Adviser	
GRADE: C	
JOB LOCATION / BUILDING: STOCKTON-ON-TEES - Bayheath House	
REPORTING TO: Lead Practitioner – Opportunities	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		N
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		N

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		N
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		N
Working at Heights - Safety Critical: Employee will be required to work at a height .		N
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		N

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		N
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
Lone Working (including Home Working): Employee will be required to work alone.	Y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	Y	
Any Other: Please identify any other known risks associated with this job role.		

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: 

Date: 10.05.2023

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk