

Ambitious Stockport, creating opportunities *for everyone*



**Thinking
Stockport**



**Achieving as a
Team**



**Working with
Ambition**



**Showing everyone
Respect**

Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

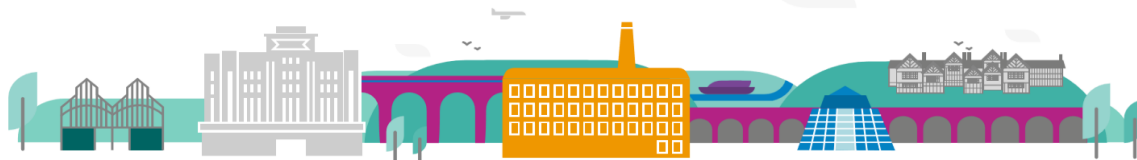
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

Role:	Education and Careers Advice Worker
Service Area:	Children's Services
Directorate:	Services to People - Childrens
Salary Grade:	SO1

Main Purpose of the Job

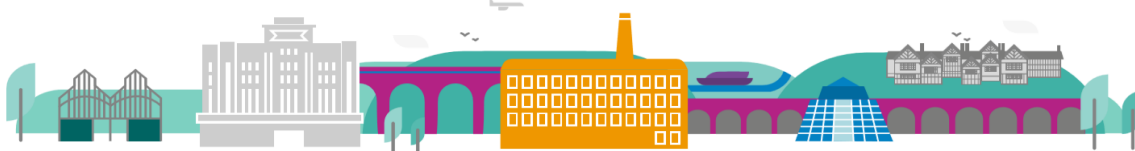
The post holder will work as an integral member of the Stockport Family Service. They will provide assessment and a range of other interventions underpinned by restorative practice approaches with children and young people and families in order to improve participation, family functioning and resilience.

The post holder will work with a range of service providers, in a variety of settings, to enable vulnerable young people to identify and overcome barriers to their engagement in learning and achievement and enable them to make informed life choices. This work will specifically include careers information advice and guidance, destination data, September Guarantee, Learners with learning difficulties and disabilities transition.

The post holder will work with a range of stakeholders, in a variety of settings, to achieve the shared outcomes of the Stockport Family model.

Key Responsibilities

- Identify young people who have additional support needs, e.g. poor attendance, behaviour, at risk of exclusion and disengagement from learning.
- Assess the support needs of young people using agreed tools e.g. NEET assessment and ensure that a plan is in place for each young person appropriate to their identified needs and ensure that progress is monitored, through continuous assessment, reviews and observing outcomes.
- Provide careers information, advice and guidance for 15–18-year-olds (up to 25 if with an EHCP) in accordance with Service Level Agreements with Schools.
- Provide intensive careers information, advice and guidance support for Young People SEND, care experienced and including attendance at PEP meetings, post 16 planning and transition work.



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- Have up to date knowledge of available education, training and employment opportunities provided by partners, influence the development of provision to meet the needs of young people and refer young people to appropriate opportunities.
- Provide brokerage and advocacy for young people and assist them to access services.
- To take a lead role in supporting the team manager in for example, tracking requirements in line with the LA statutory duties and organising careers information advice and guidance.
- Work with children, young people and families to explore solutions and plan interventions based on assessment.
- Provide sustained support to young people according to their needs and help them to achieve their goals through individual/group interventions and outreach activities.
- Manage a workload within individual and departmental priorities and policies.
- Contributing to multiagency meetings and planning.
- Work in a person-centred way and always consider the voice of the young person in the context of the family and community functioning.
- Participate in group and individual supervision in relation to case work and specific practice interventions and group programmes.
- Prepare, write and record assessments, case notes, contacts and written reports accurately and promptly in accordance with departmental and national protocol and guidance as relevant.
- Collect, collate and analyse data in a timely way in order to inform evaluation, performance and planning.
- Undertake relevant administrative duties and maintain appropriate records in accordance with the role and any statutory requirements.
- Work in a variety of settings, including family homes and undertake lone home visits.
- Undertake occasional evening work as required.

- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.



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- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

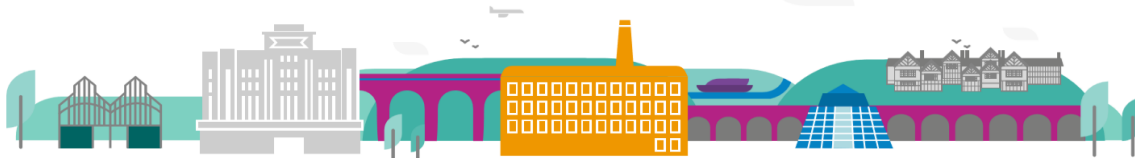
Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in



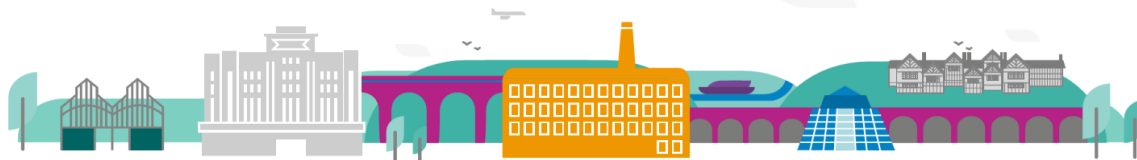
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the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Ability to build positive and sustained relationships with children, young people and families in order to support effective change.
- Demonstrate empathy, resilience and persistence in working with children, families and others in challenging circumstances.
- Demonstrable skills in negotiating and advocating on behalf of others.
- Knowledge, understanding and ability to use comprehensive assessments and other designated tools to undertake skilled assessment and analysis of children's needs and family functioning.
- Ability to reflect on and develop own and others practice and contribute to reflective practice development in group and individual supervision.
- Demonstrate high-level skills in observation, recording and analysis, including report writing.
- High level of communication skills, including active listening, verbal and written skills.
- Ability to plan, manage, evaluate and continuously improve one's own work to ensure its effectiveness and relevance.
- Demonstrable skills/ability in prioritising, organising and managing own workload including caseload management.

Experience

- Experience of facilitating groups and using evidence-based programmes to work with parents, children and young people to achieve positive behaviour change.
- Substantial experience of direct work with children and families, in a variety of settings including family homes.
- Experience of effectively working to agreed targets and objectives and achieving outcomes.



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Education and Qualifications

- Level 6 or above in Information, Advice and Guidance.
- Valid UK Driving Licence and Access to a car for work purposes.