

Your job

Job Title: Careers Adviser

Service: Skills and Enterprise

Grade: 8

Reporting to: Aspiring Futures Manager Careers

Aspiring Futures Careers Service delivers Careers Education, Information, Advice and Guidance (CEIAG) to young people within education settings across the borough. We work to raise the aspirations of young people and deliver high quality, independent careers advice and guidance to help them make well informed, realistic decisions about their future options. We are looking for an adviser who can build rapport, engage and build relationships with young people and stakeholders.

Your role will be to work as a Careers Advisers across schools within the Wigan borough delivering impartial Information, Advice and Guidance to young people aged 11-16years. You will work closely with young people who have Education, Health and Care Plans (EHCP's), Looked After Children and pupils who have been highlighted as being Risk of NEET.

As part of this role you will be expected to deliver high quality information, advice and guidance interviews and aspirational and motivational group sessions to young people from Year 7-Year 14. You will work as part of an established, supportive team and be responsible for managing your own caseload and working independently.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Lead in the delivery of the Aspiring Futures traded CEIAG service in schools, liaising with Careers Leads and other named key staff to ensure a professional and seamless service.
- Provide impartial Careers Education, Information, Advice and Guidance (CEIAG) to an identified caseload of young people through one-to-one interventions and groupwork.
- Attend school parents' evenings, options evenings, and exam results days to provide support to young people and their families around career pathways and options.
- 1:1 guidance interview with learners in Year 11 and identified learners in Year 10 and students that have Education, Health and Care Plans in Year 9, 10 and 11 as well as other targeted young people identified as Risk of NEET.
- Lead on CEIAG contribution to school, colleges, and Council objectives around RPA, attainment, and employment & skills progression.
- Manage a caseload of young people and provide regular reports on progress, distance travelled, and blockages to ensure that service targets are met and a high level of accountability.
- Undertake assessments of young people's needs using individual diagnostic approaches to ensure that young people achieve a successful transition, gain in confidence, and overcome barriers.
- Produce a jointly agreed careers action plan with each young person on caseloads which clearly outlines their goals and aspirations,

actions to achieve the milestones, and is owned by the individual in line with RPA.

- Accurately record all interventions delivered so that progress can be monitored, and contact maintained with young people to support the ongoing tracking responsibilities and Statutory Duties of the organisation.
- Responsible for ensuring that all young people on caseload have an agreed offer of post 16 education, employment, or training at the end of year 11 and year 12 (where appropriate) in line with the September Guarantee.
- Contribute to the planning and delivery of school & college curriculum in line with Ofsted requirements for CEIAG.
- Support the Aspiring Futures Manager in developing partnership agreements with schools and colleges.
- To deliver the objectives of Partnership Agreements in schools.
- Develop innovative programmes of CEIAG support that maximise use of LMI data, technology, and partnership working with providers and businesses.

On an ongoing basis you will:

- Participate positively in delivering ongoing service improvement through participation in team meetings and peer support mechanisms.
- Represent the Aspiring Futures Careers Service at local and regional meetings/forums and identified task and finish project groups as required.
- Actively promote the Aspiring Futures Careers Service within schools and colleges and via any other stakeholder networks attended.
- Contribute to the marketing of the Aspiring Futures Careers Service through provision of regular case studies and examples of good practice in provision.
- Any other duties of an equal nature appropriate to the post as may be determined by the line manager.
- Actively participate in the ongoing quality assurance processes of the service in line with the requirements for MATRIX accreditation.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Level 6 qualification in Advice and Guidance (or equivalent).
- Experience of working with young people in a professional guidance function within a wider multi-disciplinary setting.
- Experience of working in partnership with a range of agencies to deliver positive outcomes for young people.
- Experience of providing high quality guidance interventions both individually and in a group setting.
- Demonstrate a high level of understanding of professional practice in careers guidance and of current developments in education, training and employment.
- Demonstrable evidence of a good understanding of the national, regional, and local CEIAG agenda and legislation.
- Knowledge of relevant funding streams and opportunities to support ongoing growth of the Careers offer.
- Knowledge of post 16 academic and vocational routes available to young people to progress their career aspirations, and the most appropriate options for different sectors.
- Understanding of issues related to transition between youth and adult IAG services and educational, employment, and skills provision.
- Demonstrate a high level of knowledge of child protection and safeguarding issues including duty of care and management of professional relationships and boundaries.
- Ability to professionally engage and build rapport with young people, raise their career aspirations, and provide high quality CEIAG support to enable them to make positive decisions about their career options.
- Ability to professionally build a network of contacts with colleges and training providers to best support the options available to young people in the borough.
- Ability to jointly develop careers action plans with young people that are challenging and engaging
- Excellent decision-making skills and ability to break down problems and deliver innovative solutions to deliver identified outcomes.
- Strong interpersonal skills with the ability to build rapport with young people, schools, and colleges, to effectively challenge perceptions, and promote the benefits of engagement with the service.

- Ability to collect information relating to young people as required for onward progression and destination tracking and securely update via identified database system.
- Demonstrable time management and prioritisation skills and ability to work with minimum supervision.
- Ability to build credibility and represent the Council and the Service within schools and colleges, both professionally and in an ambassadorial and promotional capacity.
- Demonstrate a personal commitment to equality, diversity and community cohesion issues that are translated and mainstreamed into all aspects of work.
- Ability to work flexibly, including evenings and some weekends, to meet the needs of schools/colleges as appropriate.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”