



Careers and Progression Adviser – Education

Salary: Band 7, £32,061 to £36,363 per annum, pro rata

Contract: Permanent

Hours: Part Time (22.2 hours per week)

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

Portsmouth City Council is committed to helping young people achieve the best possible outcomes. To do this we deliver a range of support services that aim to remove the barriers to achievement for all Portsmouth children and young people, in particular those with special educational needs or from vulnerable groups.

The Careers and Progression team are qualified careers guidance advisers. This team will deliver a combination of activities:

- Careers guidance services to schools and post-16 providers on a one-to-one basis and through group activities
- Targeted careers guidance to vulnerable young people
- Progression advice and support young people who are Not in Employment, Education or Training (NEET) or at risk of becoming NEET.

Careers and Progression Advisers can be deployed across a range of programmes.

The service is part of the Inclusion Service in Children, Families and Education.

What is the role?

Reporting to the Careers and Progression Team Leader, you will be responsible for delivering careers education, information, advice and guidance in a variety of settings. The role also includes offering progression advice and support for young people identified within the NEET prevention/re-engagement programmes.

You will be expected to be flexible and will be deployed to meet the varied and changing business needs of the service.

The team of Careers and Progression Advisers will benefit from the different specialisms of the team members (i.e. HE, SEND, Careers Education, Labour Market Information, NEETS and other Vulnerable young people). Where a post-holder holds a specialism, they will be



responsible for sharing specialist knowledge and information with the other members of the team.

You will work across the full ability range in schools, including those with SEND, and provide targeted interventions for those in vulnerable groups, such as children we care for and those working with the Youth Justice Service.

You will be responsible for:

- Providing targeted careers guidance to vulnerable young people.
- Using your skills to help young people address specific risk factors. This will include those at risk of being NEET or persistently absent from school, teenage pregnancy and those being supported by the Youth Justice Service.
- Engaging with young people aged 16-24, in a variety of settings, who are at risk of disengaging from education, training & employment or who have become NEET. A particular focus of the work includes supporting vulnerable groups including care experienced young people and those with SEND.
- Organise and work on key projects that focus on support for young people, delivering activities and offering guidance that raises aspirations and develop their confidence to progress on to education, employment or training.

The post holder will be required to:

- Build and maintain positive working relationships with other departments of the local authority and other agencies, both singly and as part of multi-agency working.
- Develop positive relationships with young people, their parents and carers. This will include hard-to-engage families, those who are resistant to help, or have multiple and complex needs and issues.
- Work flexibly; operating in a variety of settings and at times that meet the needs of those you are working with. This may include evening and weekend work.
- Manage a caseload effectively, working with a high degree of autonomy but referring to your line manager when appropriate.
- Meet defined and agreed key performance indicators.
- Undertake accurate and timely recording of your work and evidence against Key Performance Indicators on information systems.

Who is the person?

You will need to have:

Qualifications

An essential requirement for this role is Level 6 Diploma in Career Guidance and Development or equivalent. However, a level 4 qualification in Information, Advice and Guidance will be considered, with the potential for an apprenticeship to be discussed.

Experience of:

- Delivering information, advice and guidance to young people, including those who are 'at risk' or vulnerable to poor outcomes such as becoming NEET. Evidence of supporting young people e.g. within education.
- Acting as a key worker or lead professional for individual young people.
- Ability to engage with and build effective relationships with individual children and young people, particularly those with challenging behaviour, to improve their education, employment or training outcomes.
- Working with a variety of professionals and senior managers in the Local Authority and other organisations such as colleges.
- Attending strategic and multi-agency meetings in a representative capacity.
- Undertaking holistic assessments, analysing information and further case planning, co-ordinating interventions to meet the needs of young people and reviewing plans and interventions.
- Providing clear evidence and evaluation of work delivered.

Knowledge and understanding

- Understanding of information, advice and guidance practice with a focus on maximising the benefit to the young person of both one-off and sustained interventions.
- Current knowledge of education and training pathways and labour market intelligence.
- Good knowledge of safeguarding practices and able to evidence how to ensure the safety and well-being of young people, staff and the wider community
- Knowledge and understanding of the effect of social and economic disadvantage on young people and its impact on their progression
- Sound knowledge of equality and diversity and demonstrate how you have used this understanding to work with young people
- Knowledge of current legislation and policies affecting practice with young people
- Understanding of the importance of confidentiality and how to apply in practice
- Proven ability to mentor and support clients to take advantage of opportunities in education, employment and training.

Skills and abilities

- Excellent communication and interpersonal skills, able to engage effectively and motivate young people, parents and carers and to challenge when necessary
- Proven ability of engaging effectively with colleagues, stakeholders and partner agencies, working through and with others for the benefit of young people
- Proven ability to implement and evidence progression, change and positive outcomes against plans which support the identified needs of a young person
- Experience of managing a specified caseload of clients across a defined geographic area, working with them in a range of venues and outreach locations
- Able to work largely on your own initiative, sometimes alone in the community, but accurately assess when to refer to management
- Able to demonstrate a pro-active and solution focused approach
- Team player, able to evidence working with internal and external colleagues on joint projects. This will include the development of group work and information resources.



- Competent in the use of IT to manage and monitor their caseload effectively, recording information appropriately on the required management information systems
- Able to work flexible hours, including some evenings and weekends
- Committed to continuous professional development

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.