

Employability and Careers Worker Job Description

Direct Education Business Partnership Limited

www.debp.org

- Job Title:** Employability & Careers Worker
- Accountable to:** Programme Manager and Coordinators (as appropriate)
- Base:** Dependent on home location and/or the location of allocated schools; our office is in Chesterfield
[Contact - Direct Education Business Partnership \(debp.org\)](http://www.debp.org)

Main function:

- To provide information, advice and guidance to help students to make realistic choices about their education, training and work.
- Liaise with a range of people from school children to school senior leaders, employers, colleagues etc.
- To offer a variety of differentiated personalised guidance models i.e. motivational interviewing, 1:1 guidance, supporting the development of assessments (large scale and personalised plans).
- To work with a caseload that could include SEND young people.
- To work alongside colleagues to achieve all the desired outcomes of the project.
- To support the development of and undertake delivery of employability and enterprise workshops including labour market information to aid skills recognition and development for young people.

Key tasks:

- interview students 1:1 or in small groups to discuss career or educational pathway options
- to deliver employability activities in schools to support young people to develop the skills that employers value
- to work alongside school leaders and the DEBP programme manager to help identify gaps in careers provision in your allocated schools to advocate for young people's entitlement to careers learning
- help students to draw up action plans for employment, education and training and support them to achieve these goals to enable them to transition positively
- research careers, options and support organisations to meet the student's needs

- advise student's on how to source relevant training & educational courses or qualifications and what funding might be available
- run small group sessions or larger presentations on all aspects of careers work and topics related to personal development and wellbeing
- help students and school staff to understand the current labour market (including CPD offers to schools)
- liaise and negotiate with other organisations on behalf of the school and/or your students
- use IT for administrative tasks, such as recording interactions with including tracking, monitoring and evaluating student engagement, impact and progressions
- use computer-aided assessment packages, motivational interviewing tools, career planners, digital based actions plans etc. To include tracking of post 16 options.
- support the creation of careers resources or source information/products from elsewhere for use within the programme
- support the planning of careers events in your school
- support the development of up to date labour market information, legislation, and professional and academic developments by visiting employers, training providers and training events run by educational and professional bodies
- manage your cohort of students and be effective at reviewing the changes and transitions, monitoring all students across your school(s)
- good relationship management with your Careers/SLT Leader in school, supported at review stages by your Programme Manager
- liaise well with other colleagues to support the organisation of employer activities and events in your schools.

Working hours

You will be required to work 37 hours a week, Monday to Friday, and at times you may be required to be flexible with the hours and do evening work. This will fall into our flexi-time system with you alternating your hours to fit or taking TOIL.

Environment

- You will work in a variety of locations including the office, your link schools, partners and other educational institutions.
- You may need to travel during the day to different places of work and also to meet employers, training providers and professionals from other organisations.

Please note: This position requires the holder to undergo an enhanced DBS check for working with children.