



## **Job Description**

<b>Company:</b>	<b>Direct Education Business Partnership (CIO)</b>
<b>Job Title:</b>	<b>Careers and Employability Worker</b>
<b>Location:</b>	<b>Derby City and South of the County (with travel subsidy)</b>
<b>Salary:</b>	<b>£21,630k FTE per annum (rising to £23k upon completion of qualification)</b>
<b>Accountable to:</b>	<b>Programme Manager</b>

### **Purpose:**

- 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 young people to school senior leaders, employers, colleagues etc.
- To offer a variety of differentiated personalised guidance models such as motivational interviewing, 1:1 guidance, and 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 employer's 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 career 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 the 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 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 current 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

### **Key responsibilities:**

- To understand the key outcomes for the programme/s you support.
- To collate and complete the contract reports for funders, including impact measures and case studies.
- To work closely with your line manager to identify areas for development.
- To uphold the professional standards required by DEBP and promote the work undertaken.

### **Environment**

- You will work in a variety of locations including your home, schools, partners, and other educational institutions.
- You may need to travel during the day to different places of work and to meet employers, training providers and professionals from other organisations. All travel subsidies are paid from your base.

### **Working hours**

This role is guided at 37 hours full-time Monday to Friday, we are happy to discuss other flexible working patterns.

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