



## **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>Mainly 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, supporting the development of assessments (large scale and personalised plans).
- To work with a caseload that will include young people with SEND.
- To work in partnership with employers to create bespoke work placement opportunities for your students as part of our Supported Insight Scheme.
- Working on the employer premises to support students to access their work placement, creating adjustments where necessary, ensuring they demonstrate their employability learning.
- 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 Managers 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 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 will travel during the day to different places of work and also to meet employers, training providers and professionals from other organisations. All travel subsidies 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.