

## **Job Description**

**Job Title: Careers Planner CaR (Careers and Re-engagement )**

**Reports to: Service Manager**

**Grade Band: E**

**Location: Bexley**

### **Purpose**

To provide expert Career 's guidance, support with Gatsby benchmarks and provide re-engagement and progression support to Bexley residents who are at risk of NEET (RONI), NEET and/or vulnerable. To ensure Bexley Council meets its statutory requirements related to the Raising of the Participation Age (RPA) and the September Offer. To provide advice, guidance, and information to young people on learning, apprenticeships/training and personal development opportunities and support to access these.

### **Main Duties and Responsibilities**

1. Provide careers guidance and progression support to an agreed caseload of young people in local school and colleges as part of the school commissioned IAG service
2. Provide careers guidance and progression support to an agreed caseload of young people at risk of NEET who require more intensive support in order to stay in education or training post 16
3. Carry out an appropriate initial and ongoing assessment of need e.g. Outcome Star or Resilience Compass to ascertain key barriers to engagement in EET of each young person referred.
4. Ensure the Engage Me part of the model is delivered and the whole Engage Me, Enable Me and Inspire Me model is coherent and joined up.
5. Work across Engage, Enable and Inspire Me teams to carry out triage assessment to all referrals to BYA/service provision and identify most suitable support
6. Complete Resilience Compass with agreed actions with those requiring extensive support

7. Develop resources and engagement activities around the Bexley and SE London post 16 opportunities suitable to deliver virtually as well as face to face dependent on the needs of the young person and education institution.
8. Work with local schools, training providers and colleges to identify those at risk of NEET or without a September Offer and work with this cohort to ensure they are supported to make realistic choices and ensure they move smoothly into an EET outcome by September.
9. Use IYSS data to identify emerging groups potentially at risk and with the SM or SCP ensure newly identified at risk young people are caseload and monitored to ensure they are progressed.
10. Meet monthly NEET to EET Key Performance Indicators (KPI's) around September Offer, NEET and not known which relate to the Engage me / Enable Me part of the model e.g. Secure offers of learning or training for 100% of the allocated cohort and avoid any financial clawback
11. Participate in online parent and carer information events and the digital Enable Me / Inspire Me Offers
12. Organise and deliver programmes of small and large group work to help young people engage with and progress in learning and training
13. Support the Social Media Executive to develop the digital Enable Me offer including case studies and content to ensure the at risk of NEET and most vulnerable have access to a digital as well as face to face.
14. Provide information, advice and guidance on learning and work for young people and referral to suitable opportunities.
15. Agree service level agreements and referral protocols with key stakeholders and collaborate with them to create and secure outcomes for at risk of and NEET Bexley residents.
16. Manage a caseload of young people, which includes recording information on a CCIS compliant database to capture progress and monitor outcomes to ensure progression.
17. Refer those at risk of long-term NEET and requiring intensive support to the Career Planner (JET) team at the end of the academic year
18. Visit and liaise with local employers/ training providers and present to staff/ schools LMI information appropriate to support the work with young people, ensuring local and London based knowledge on educational landscape and emerging job market.
19. Make use of ICT in undertaking the duties of the role and as required in the course of his/her employment.
20. Actively promote equality and diversity, recognise and actively challenge stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
21. Commit to a self-reflection of practice as the basis of continuous improvement.

22. Work with voluntary, statutory and community agencies and commercial bodies to ensure a coherent approach to overcoming barriers to learning and employment faced by young people.
23. Advocate and represent the interests of young people with opportunity providers, social agencies and other services when this requires substantial and sustained representation of their interests.
24. Be prepared to work with young people in community pop ups, partner premises, in young peoples' homes/gardens.
25. Network with other professionals/advisers to understand their services and role in supporting young people and to develop appropriate links
26. Work together with partner organisations to provide innovative and alternative ways of providing services including providing specialist services.
27. Work with parents, carers and families to support young people.
28. Mentor and support trainee colleagues
29. Any other duties appropriate to the level of the post

## Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or

concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.

8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center"><b>Person Specification</b></p> <p align="center"><b>Job Title: Careers Planner CaR (Careers and Re-engagement)</b></p> <p align="center">(E=Essential D=Desirable)</p>
<p><b>SKILLS AND CORE COMPETENCIES</b></p>
<p><b>Technical competency (qualifications and training)</b></p> <ul style="list-style-type: none"> <li>• Relevant qualification in particular discipline i.e. Level 4 or Level 6 IAG qualification (E)</li> <li>• Demonstrable evidence of Continuing Professional Development (D)</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant experience in particular discipline (D)</li> <li>• Demonstrable experience of successfully working to targets (D)</li> </ul>
<p><b>Skills and Attributes</b></p> <ul style="list-style-type: none"> <li>• Excellent IT skills, including familiarity with Microsoft Office software and previous experience of working with databases. (E)</li> <li>• Excellent verbal and written skills and ability to communicate concisely and effectively (E)</li> <li>• Demonstrable experience of providing excellent customer service skills (E)</li> <li>• Understanding of our client group and the barriers our clients may face (E)</li> <li>• Understanding of data protection and information security (E)</li> </ul>
<p><b>Personal qualities, communicating and relating to others</b></p> <ul style="list-style-type: none"> <li>• Excellent interpersonal and communication skills (E)</li> <li>• Good at building relationships with both internal and external stakeholders (E)</li> <li>• Ability to use initiative when required and take a problem-solving approach to work tasks (E)</li> <li>• Ability to work well as part of a team and independently when required (E)</li> </ul>
<p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E)</li> <li>• This post requires a Disclosure and Barring Service Check at a (Enhanced DBS) level (E)</li> </ul>
<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity (E)</li> </ul>