

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Preparation for Adulthood Advisor</b>
<b>Grade:</b>	<b>Grade 7 (SP24 – SP28)</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Principal</b>

### **Statement of Purpose**

To co-ordinate careers education, information, advice and guidance across the school.

To provide inspiring and best practice careers advice, guidance and support on subject options and post school choices. To support a clear strategy for careers guidance in the school.

### **Support to Pupils**

- Establish and develop links with further education colleges, apprenticeships providers, university technical colleges and universities.
- Careers guidance with Year 10 and 11, ensuring compliance with the legal requirements to provide independent careers guidance.
- Work experience placement collating and monitoring, working with the form teachers to prepare pupils and parents for work experience.
- Ensuring all procedures for Health and Safety relating to work experience/placements are adhered to.
- Communications with post 16 providers HE and FE monitoring of college applications. Attend and contribute to relevant parents evenings, transition days and higher education evenings.
- Pre NEAT/RONI analysis and intervention
- Contribute to CPD and training so that all teachers can support the whole school careers and guidance endeavour, ensuring staff receive the appropriate updates about careers education.
- Support the year 9 options process, contributing to 1-1 meetings as required.
- Monitor and support NEET students and alumni, working with the appropriate bodies and agencies to support those pupils who are at risk of being NEET.
- Co-ordinate communications with local colleges.
- Provide mentoring support to individuals who would benefit from specific and personalised support.

### **Safeguarding**

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

### **Equalities**

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

### **Climate Change**

- Delivering energy conservation practices in line with the Trust's climate change strategy.

### **Health and Safety**

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

### **Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP/I/ASS
	<p><b>Qualifications &amp; Training</b></p> <ul style="list-style-type: none"> <li>• Training in the relevant strategies.</li> <li>• Meet HLTA standards, or equivalent qualification and experience</li> <li>• Excellent numeracy/literacy skills equivalent to NVQ Level 2 in English and Maths or recognised equivalent.</li> <li>• NVQ Level 4 for Teaching Assistant (or recognised equivalent qualification).</li> </ul>	APP/1
	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Three years experience of working to support children’s learning, gained in a relevant environment.</li> <li>• Experience of working with pupils with additional needs.</li> <li>• Experience of assessment procedures and processes.</li> </ul>	APP/I
	<p><b>Knowledge/Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent numeracy and literacy skills.</li> <li>• Understanding of relevant legislation as it affects children and the education sector.</li> <li>• Ability to manage own workload and work on own initiative.</li> <li>• Ability to work constructively as part of a team.</li> <li>• Excellent interpersonal skills.</li> <li>• Good ICT and record keeping, recording and reporting skills.</li> <li>• Ability to communicate effectively both orally and in writing.</li> <li>• Good organising, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> <li>• Full working knowledge of relevant policies/codes of practice including school performance management policies.</li> <li>• A good understanding of curriculum matters and to be able to contribute effectively to curriculum development and delivery.</li> <li>• In depth understanding of areas of learning, e.g. literacy, numeracy, science, SEN or Early Years.</li> <li>• Understanding of principles of child development and learning processes.</li> <li>• Ability to plan effective actions for pupils at risk of underachieving.</li> <li>• Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work.</li> <li>• Have experience of, or demonstrate the ability to develop, implement and deliver training programmes for other staff.</li> <li>• Effective use of ICT to support learning</li> <li>• Use of other equipment technology – video, photocopier.</li> </ul>	APP/I

	<ul style="list-style-type: none"> <li>Well-developed interpersonal skills to be able to relate well to a wide range of people.</li> <li>Excellent communication skills.</li> </ul>	
	<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>Can demonstrate active listening skills.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders.</li> <li>Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Is enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	APP / I

**MEASURED BY KEY:**

APP = Application form    ASS = Assessment activities    I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

**JC 20/06/2023**

Note This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.