Post Title	**Careers Advisor (inc Job Coach)**
Salary and grade:	NJC 24-27 **FTE** £36,582 - £39,483, Actual Salary: £25,663 - £27,689
FTE	0.8/Term time
Line manager/s:	Nexus Strategic Transitions Lead

Main purpose of the job:

This is a Transformational role encompassing a combination of responsibilities inc;
To provide personal Careers IAG (Information, Advice and Guidance) working across all relevant academies in Nexus Multi Academy Trust. This may include personal guidance interviews and other careers services in order to improve pupils' skills, knowledge and understanding for career planning and management.
To operate as a Job coach at agreed times, supporting young people with their work place skills. You will directly work with, coach and provide support for young people to develop their readiness to work, helping them take successful next steps on their journey.

Key duties and responsibilities

1. To conduct pupil-focused, impartial, personal career guidance/interviews with pupils which challenge and support them to make informed, realistic and adaptable career decisions based on self and opportunity awareness, aspirations, motivation, confidence and approach to learning and which, if necessary, broaden their horizons.
2. To generate and maintain records electronically in support of personal guidance interviews, including a summary of agreed actions/action plan.
3. To perform duties associated with the role of a job coach inc
   - providing hands-on, tailored support in order so the student gains confidence and proficiency
   - to empower young people with SEND and neurodiversity—supporting them to find, learn, and maintain independent employment

Careers Information
1. Use expert knowledge of careers information and labour market information and Intelligence to enable pupils to identify, access, interpret and utilise valid and current information that is relevant to them, including the appropriate use of IT, social media and web-based data.
2. To help organise careers fairs and other relevant activities in conjunction with Careers Leads.

Career Guidance Programmes/Job coach support
1. To provide advice to the Careers Leader on the range of resources and the role of opportunity providers, other education, training and employment providers and relevant others
2. To provide development and delivery of the career guidance programme in school and the achievement of the Gatsby Benchmarks.
3. To facilitate career-related learning activities in groups with pupils.
4. To assist, where relevant, with the monitoring, evaluation and reporting on the effectiveness of the career guidance programme in achieving the Gatsby Benchmarks and other relevant standards
5. To apply task analysis, breaking down job tasks into manageable steps and demonstrating activities clearly.
6. To apply good communication and interpersonal skills when working with young people, employers, and families.

Key duties and responsibilities (Cont.)

Professionalism

1. To abide by the relevant legislation, codes of professional practice, eg Gov Careers Education, Gatsby, the CDI, Nexus and academy specific policies
2. To abide by all measures to safeguard children/young people.
3. To reflect on practice and engage in continuous professional development to further develop the skills and knowledge required for professional practice and to keep up to date with developments in the sector. This will include both Careers Guidance qualifications/Job Coach training.

Safeguarding

Nexus MAT is committed to safeguarding and promoting the welfare of children and young people. The highest priority must be given to following the guidance and approaches to safeguard children and follow all safeguarding procedures outlined by the MAT and member schools.

Person Specification

		Essential	Desirable
Qualifications	QCF level 6 Qualification in Careers Guidance and/or Diploma in Careers Guidance or willingness to undertake the qualification immediately	X	
	Evidence of further study and CPD	X	
	Level 2/GCSE Grade 4 or above in mathematics or English or equivalent qual	X	
	Job Coach Training or willingness to undertake this	X	
	Willing to undertake regular training and professional development as and when required	X	
Personal qualities & attributes	A record of reliability and integrity	X	
	Be innovative and creative in developing solutions	X	
	Excellent attendance record	X	
	Humour, optimism and ambition	X	
	Self-motivated	X	
	Be hard working and emotionally resilient, able to work under pressure, able to prioritise and be flexible working to deadlines	X	
Experience	Working knowledge of SEND Code of Practice 0-25 years		X
	Teaching/coaching/supporting children or young people with SEND/Neurodivergent	X	
	Experience of leading projects/initiatives in a whole school setting	X	
	Experience of working collaboratively with stakeholders at all levels	X	
	Experience relevant to the Careers role	X	
	Experience relevant to the Job Coach role	X	
	Experience of working with children and young people in vocational/workplace settings	X	
Knowledge & Skills	To be able to represent the school on or off site and understand the importance of the school within the community	X	
	To be able to use initiative, and have well developed incisive analytical and problem-solving skills	X	
	Communicate and work effectively directly with students, parents/families and other colleagues at all levels orally, electronically and in writing	X	
	Organise and develop effective procedures & systems	X	
	Take initiative and work independently	X	
	Work to high levels of accuracy	X	
	Good level of skills in relation to ICT inc Careers platforms, MS Office/similar software	X	
	Able to use and interpret data	X	

Safeguarding	Suitability to work with, and ability to form and maintain appropriate relationships and personal boundaries with children/young people	**X**	
	A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults	**X**	
	An understanding of and commitment to equal opportunities issues both within the work place and the community in general	**X**	
	A criminal records check at and enhanced level	**Via DBS**	
	Exempt from the rehabilitation of Offenders Act, 1974 (All spent convictions to be declared)	**X**	
	Please note that appointment is subject to an Enhanced DBS Disclosure		
	The above is not an exhaustive list of duties and you may be expected to perform different tasks as necessitated by the organisation		