

Job Profile Information: Connexions and Careers Adviser

This supplementary information for *Connexions and Careers Adviser* is for guidance and must be used in conjunction with the Job Capsule for Job Level 3 Zone 2

Camden Way Category 3

It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.

Role Purpose:

The purpose of the role is to deliver Careers Information, Advice and Guidance within a variety of settings including schools and colleges, including special schools, support and health services or within the Community. Careers Advisers may be required work from years 7 – 14 in accordance with the requirements of the schools while Connexions workers will focus on those who are NEET or at risk of NEET holding a caseload which they will be required to track and engage with.

Example outcomes or objectives that this role will deliver:

- To support young people with their careers and transition planning
- To create Careers actions plans to support young people and the network around them understand the young person's options
- To be able to differentiate the Careers guidance and resources used to support young people
- The post holder will be required to use their initiative to complete certain tasks. Creativity is required for identifying, developing and delivering appropriate interventions for young people.
- The post holder will need to work flexibly across levels of need and ability to maximise engagement with young people and their families.
- The post holder will be able to support young people with Education, Health and Support Plans through multi agency liaison and a knowledge of the pathways for young people with SEND

People Management Responsibilities: N/A

Relationships;

The post holder will be required to liaise with various teams and services across the Supporting People department and with external agencies on regular basis particularly link managers in schools and local education and training providers

Work Environment:

- This role requires flexibility in order to meet fixed deadlines and competing priorities
- The role may involve working unsocial hours, including evenings.
- The post holder will have to be able to work independently within school settings and may need to travel occasionally out of the borough to meet with young people in their school setting

This is an operational role with the majority of time spent working directly with young people (aged 13-19, up to 25 for young people with disabilities) within schools, colleges, One-Stop Shops, access points, youth service settings as well as within statutory services such as Youth Offending Service and the Leaving Care Team as directed by the Service Manager

Technical Knowledge and Experience:

Essential Registration Requirement;

- CDI Registered

Essential Qualifications;

Professional Qualification in any of the following:

- Level 6/7 In Careers Guidance (Requirement to deliver careers guidance in Schools/College)

Essential Knowledge:

- A comprehensive knowledge of the education and training pathway options for young people
- Essential of the current School curriculum framework
- Understanding of the EHCP requirements and SEND code of practice
- Knowledge of data protection, safeguarding and child protection policies and procedures
- Understanding of the Council's Equal Opportunities Policy and legal requirements for anti-discriminatory practice within all practice.
- Experience of working with individual young people, assessing their needs and setting targets to support their educational achievement.

Camden Way Five Ways of Working

In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit by clicking [HERE](#)