

Job Description

Group Member:		Luminate Education Group	
Job Title:		Apprentice Career Adviser – Send Focus	
Reports to:		Career Learning Manager	
Job Grade	L4 Apprentice	Department	Student Life

CORE ROLE RESPONSIBILITIES:

1. Commit to undertake and complete the Level 6 Careers Development Professional (Careers Adviser) Apprenticeship, undertaking all required components to pass the apprenticeship including the end point assessment (EPL)
2. Under supervision, manage a caseload of curriculum departments with a focus on SEND and EHCP students requiring ongoing support
3. Provide students with time limited one-to-one and small group CIAG guidance meetings (careers information, advice), including signposting and regular review of support needs under the guidance of a career adviser mentor
4. Produce careers action plans and record information and data in line with college requirements
5. Support with the development of Careers Guidance (CEIAG) resources for curriculum and tutorial teams and assist with the application of these in curriculum and tutorial offers
6. Develop and apply Career and Labour Market Information to meet student and staff needs
7. Liaise with tutors and pastoral staff taking appropriate referrals and agreeing interventions
8. Work as part of the Careers, Work Experience & Progression team to plan and deliver campaigns on Careers Guidance (CEIAG) across all campuses
9. Adhere to professional standards of service, including college and school policies and procedures and CDI Code of Ethics
10. Attend evening and weekend events including parents' evenings and open events to provide Careers IAG to young people and their parents/carers
11. Work flexibly as a member of Student Life
12. Any other duties that are specific to the department.
13. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Degree Level Qualification	A/I
E	Q2. Good general education including English and Maths at Level 2	A/I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Knowledge of careers landscape and initiatives on a regional and national basis	A/I
E	EK2. Knowledge of Labour Market Information and regional priorities and initiatives	A/I
D	EK3. Experience of working with young people and adults from a wide diversity of cultures, including those with EHCPs and SEND.	A/I
D	EK4. Experience of planning and delivering events or activities	A/I
D	EK5. Understanding of the importance of working with internal and external partners to support	A/I

	students and of developing and maintaining relationships with external organisations/networks	
D	EK6. Experience of planning, developing, and delivering innovative and impactful resources and/or campaign material	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Excellent interpersonal skills which can be adapted to meet the needs of students, colleagues, and other partners.	A/I/P
D	SC2. Able to develop, implement and coordinate plans.	I
E	SC3. Able to stay calm and work under pressure.	I/P
E	SC4. Digital literacy including Microsoft and Google suites, understanding databases, and new technologies in the delivery of guidance	I/P
E	SC5. Be a good listener who is non-judgemental.	A/I/P
E	SC6. Able to work well both as a member of a team and using your own initiative.	A/I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I