

Work Related Advisor

Job Description

Grade: GR3 - Subject to Job Evaluation

1. Job Purpose

- 1.1 To support the provision of information; Advice and guidance for students in relation to careers education and 14 – 19 pathways.
- 1.2 To organise an effective work experience programme which motivates pupils and assists in raising achievement.
- 1.3 To organise an effective work related programme which motivates pupils and assists in raising achievement.
- 1.4 To organise and oversee the provision of high-quality collaborative provision at KS4, monitoring the progress of all students participating in off-site provision.

2. Key Responsibilities

Information, advice and guidance

- 2.1 Work with pupils and staff to raise aspirations re future education/ career pathways through provision of accurate and up to date information, advice and guidance.
- 2.2 To help to organise a range of careers events in school both within and outside the normal school day, including a schools career fair.
- 2.3 Support students to access careers events offered by collegiate schools, partner college providers, Aim Higher and wider training/ FE providers.

Work experience

- 2.4 Organise work experience placements for year 10 students and monitor the effectiveness of all work experience placements for students.
- 2.5 In liaison with the Heads of House and form tutors, prepare, resource and deliver assemblies and preparatory sessions for pupils in relation to work experience.
- 2.6 Organise staff visits to students on work experience, including provision of guidance and materials for staff.
- 2.7 Organise medium- or long-term work experience placements as part of alternative pathways for students at KS4 as appropriate.

Work Related Learning

- 2.8 In liaison with Deputy Head (Curriculum), plan and organise and evaluate work-related and enterprise events e.g practice interview days, industry days, learning provider visits.

- 2.9 To support the Heads of faculty to develop schemes of work to incorporate work-related learning and enterprise opportunities where appropriate.
- 2.10 Develop effective links with external agencies including Careers and Education Business partnership, Connexions, local businesses, training providers and colleges in order to further develop the range of work related experiences offered to pupils.
- 2.11 To promote and lead work-related learning with students, parents, staff and governors through leading assemblies and effective use of notice boards, newsletters and reports.

14 – 19 Extended and Collaborative Provision

- 2.12 Oversee arrangements for all students attending off-site provision including;
 - Interviews and applications for college courses during the options process
 - Taster visits for off-side provision.
 - Paperwork necessary for students attending off-site provision
 - Contribute to SLAs with all off-site providers
 - Transport arrangements for all off-site provision
 - Visits to monitor progress and quality of provision
 - Use of the CLM Tracker to communicate with college providers and monitor student attendance, behaviour and progress.
 - Training of other staff necessary ion the use of the CLM tracker.
 - Costing of all off-site provision and checking/ payment of invoices
 - Liaison with off-site providers to address any concerns about student progress
 - Co-ordination of appropriate assessment information from off-site providers for the school assessment cycle.
- 2.13 Monitor and evaluate the attainment and results of students participating in off-site provision.
- 2.14 Co-ordinate and manage the work of all support staff working with students attending off-site provision.
- 2.15 Organise and monitor the quality of extended alternative work related experiences which will address 14 – 19 pupil needs.

General

- 2.16 To perform other such duties as the Head Teacher may from time to time determine.
- 2.17 This allocation of duties is subject to regular review.
- 2.18 Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- 2.19 To ensure all tasks are carried out with due regard to Health and Safety
- 2.20 To undertake appropriate professional development
- 2.21 To adhere to the ethos of the school
 - 2.21.1 To promote the agreed vision and aims of the school
 - 2.21.2 To set an example of personal integrity and professionalism
 - 2.21.3 Attendance at appropriate staff meetings and parents evenings
- 2.22 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

3.1 Supervising Officer's Job Title: _____

3.2 Level of supervision:

- 1. Regularly supervised with work checked by supervisor
- 2. Left to work within establishment guidelines subject to scrutiny by supervisor
- 3. Plan own work to ensure the meeting of defined objectives
- 4. Supervision Given (excludes those who are indirectly supervised i.e. through others)

Post Title	Grade	No of Posts	Level of Supervision (as in 3.2 above)

5. Special Conditions

5.1 None

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test of Exercise	P Presentation
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be given to overseas qualifications		AF/C
Experience Relevant work and other experience		
Skills & Ability e.g. written communication skills, dealing with the public etc.	*Delete if not applicable *An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by 7 of the Immigration Act 2016	
Training		
Other		

All staff at BCC understand and are committed to Equal Opportunities employment and service delivery.

As a Disability Confident Committed Employer, we take positive action to ensure people living with a disability or a long-term health condition feel supported, engaged, and able to fulfil their potential in the workplace.

People with a disability telling us on their application form they wish to participate in the scheme and who can then demonstrate in their application that they meet the essential criteria for the role will be shortlisted and offered an interview.

Safeguarding

Everyone has a responsibility to safeguard the welfare of children, young people, and adults at risk, whatever the role of the individual, or Birmingham City Council service or Directorates they work in.

Birmingham City Council will work with the appropriate statutory bodies when an investigation into child abuse or a safeguarding adult's investigation is necessary.

The Council is committed to safe recruitment practices and recognises that this fits into an overall corporate approach to safeguarding across a range of functions that need to operate together to be effective. This applies to employees, volunteers, work placements, elected members, licencing, school transport arrangements and any other regulated positions.

The Council's safe recruitment process includes pre-employment vetting which involves establishing full employment histories; proof of identity; satisfactory references; health assessment; checks of qualifications; asylum and immigration checks; and criminal record checks with the Disclosure and Barring Service.

The Council's website will contain links to the current versions of safer recruitment policies that are in force.

In line with the has an overarching responsibility for safeguarding and promoting the welfare of all children/young people and adults in its area. All BCC employees are expected to:

Work in a way that prevents and protects service users from abuse.

- To be aware of the signs of abuse or neglect.
- Recognise the signs of abuse and neglect; and
- Record and report any concerns or incidents.
- Record and report any concerns or incidents.

At Birmingham City Council (BCC), we are committed to creating an environment and culture that promotes equality, diversity, and inclusion; making sure BCC is a place for people to be their best, authentic selves.

We welcome applications from people of all backgrounds, including those with caring responsibilities and flexible working options will be considered. We are building up our vibrant staff networks for peer-led support, with safe spaces for those who need it and offer access to our talent programmes to support everyone in reaching their aspirations and fulfilling their potential.