

Oarsome Chance Job Description – Pathways Co-ordinator



Job title:	Student Careers Co-ordinator.	Job category:	Student Support
Department/Group:	Post 16	Job code/Req no.:	n/a
Location:	Havant and Gosport	Travel required:	Yes
Level/Salary range:	£25,500 - £27,500	Position type:	Permanent
HR contact:	Jayne Evans	Will train applicant(s):	Yes

The job description is current but recognises that while every effort has been made to explain the main duties and responsibilities, each individual task may not be identified. It is recognised that technological changes and advancements make it impossible. Therefore, in consultation with the post holder, it may be amended to reflect or anticipate any changes in the role.

Reviewed by:		Date:		
Approved by:		Date:		

Job description

Purpose of the job:

To co-ordinate the transition of students to the Post 16 programme either with Oarsome Chance or another pathway most suited to the student.

Student Careers Co-ordinator:

This is a new role for Oarsome Chance and represents a great opportunity to shape and support Oarsome Chance’s current student’s to move to the right Post 16 pathway. The role will support students to shape their own employment and educational opportunities in a young person-centred way. However, time and understanding of the trauma history and external factors for this group of students must be taken into account. Working alongside colleagues the role will need to provide guidance, motivation, emotional support, and role modelling. The role will help students explore careers, goal setting, developing contacts, and identifying resources. A critical part of the role will be to work with external partners from schools to local businesses.

Reporting to:

Post 16 Manager

Responsibilities:

- To develop and oversee bespoke training pathways for Oarsome Chance students as they enter our post 16 provision/other provision.
- To work with students to understand where their aspirations are and how Oarsome Chance can best support them to achieve this pathway.
- To support other Oarsome Chance staff to ensure the safe operations of Post 16 students and staff whilst in the centre.
- To support the management of all risks associated within the role and report any concerns immediately to one of the Designated Safeguarding Leads.

- To work with students to identify qualifications and skills they would require to achieve their goals and aspirations
- To work with students 1:1 and leading groups at Oarsome Chance related to pathway support for individual or groups of students
- To adhere to Oarsome Chance safeguarding policies and procedures.
- To work with colleague to refer students to relevant additional services either via Oarsome Chance or through external agencies.
- To help Oarsome Chance students to achieve safe and constructive engagement.
- To promote a student-centred approach.
- To work with students and colleagues to source, carry out site visits and risk assess work experience opportunities
- To adhere to all relevant Oarsome Chance risk assessments and help update them, as necessary.
- To develop and update student pathway plans on a weekly basis and report to relevant colleagues and partner agencies
- To communicate with parents and carers as required.
- To maintain and manage strong relationships and communicate regularly with schools and all agencies and stakeholders including work experience partners.
- To carry out site visits for new post 16 students, parents and carers, including assessment of suitability for Oarsome Chance programmes including any safeguarding risks or concerns.
- Basic budget management and reporting as required.
- To promote inclusion and diversity
- To ensure confidentiality and safe storage of information and adhere to GDPR.
- To attend training, briefings and meetings to further personal and professional development.

Person Specification

Qualifications and training

- GCSE Maths and English Grade C or above (or equivalent)
- Minimum Level 2 diploma in career and advice or equivalent
- Mental Health first aid training (not essential)

Experience

- Minimum 2 years working with vulnerable young people in a relevant setting
- Finding relevant training opportunities of young people
- Working with businesses to discuss work experience opportunities
- Working as part of a multi-disciplinary team
- Working with partner agencies to achieve shared outcomes for young people

Skills and knowledge

- Excellent communication and listening skills.
- The ability to motivate and build rapport with a range of people

- The ability to work individually and as part of a team
- The ability to manage a complex workload
- Good time management and organisational skills
- Problem solving skills
- Research skills for finding information about a range of careers and training opportunities
- Up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of children and young people.
- Up to date knowledge or careers progression for young people
- IT skills and record keeping skills (Teams and outlook)
- Full clean driving licence.

Personal qualities

- A sense of humour
- Displays commitment to the protection and safeguarding of children and young people.
- Ability to relate to young people and act as a role model.
- Resilient and demonstrates ability to work well under pressure.
- Organised and manages time effectively.
- Works collaboratively and supportively with colleagues within the organisation and with others outside of the organisation.
- Willing to work within organisational policies, procedures, and processes and to meet required standards for the role.
- Committed to continual personal and professional development.