



Vision Business Support Services is a subsidiary company of West Nottinghamshire College.

**Career Development Professional - SEND & Vulnerable Students (Fixed term until July 2022)**  
**Department: Careers & Employability**  
**Ref: VBSS21.40**

## 1. The Appointment

Vision Business Support Services Ltd (VBSS) provides high-quality support services to all aspects of the college group, VBSS is a subsidiary company of West Nottinghamshire College and provides an important service and plays a pivotal part in the success of the college and creating an exceptional learner experience.

### JOINING OUR JOURNEY

When you join our college, our staff have access to numerous benefits and facilities:

- Pension Scheme
- Occupational Health Service
- Enhanced Maternity/Paternity provision
- Staff Development days/week (July)
- Free confidential counselling service
- Free car parking
- On-site hair and beauty salon, fine dining Refine Restaurant and Create Theatre

### ABOUT THE ROLE

The purpose of this role is to contribute to the work of the Careers and Employability Team. The team support the teaching and learning process by delivering a professional and impartial service that aims to help individuals to make informed and considered decisions about their education, training and employment options. The service aims to promote the value of learning and empower individuals to reach their targets, be aware of labour market information and aspire to new challenges to support progression.

The ideal candidate will have a real empathy and ability to communicate with all college students, and will be willing to undertake training to develop the essential skills required to provide support for SEND students and students with vulnerabilities, such as students with CiN and CP plans, LAC as well as those transferring from alternative provision. Support will be provided by the SEND department at college, to develop strategies for delivering IAG to students with vulnerabilities and additional needs. There will be a commitment to, equality of opportunity for all college students ensuring transition and ongoing support to enable them to achieve.

Contribute to the development and delivery of an effective Careers programme and achievement of the Gatsby Benchmarks, the candidate needs to be suitably qualified to provide in-depth careers and employability related information, advice, and guidance to students, prospective students and community clients and build links with tutors, other support services within the college, the local authority, employers, external providers, to support with information advice and guidance activities.

The candidate may be expected to attend annual reviews for students with EHC plans with a focus on adulthood and employment, informed by good careers guidance. Differentiating careers guidance for SEND

learners, based on high aspirations and a personal approach. Providing guidance interviews whenever a significant study or career choice is being made.

It is essential that the person appointed has the ability to build positive relationships, and effectively utilise excellent communication & organisational skills and adopts professional values and adheres to the (CDI) Career Development Institute's Code of Ethics.

The standard hours of work are between 8.30am to 5pm but candidates must be flexible to work outside of these hours to cover events such as open evenings, early morning or evening careers appointments and external events when required to do so.

You will be expected to embrace and embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) Provide professional, impartial and non-judgemental careers exploration and guidance to existing and prospective learners through one to one appointments, group sessions and online services prioritising SEND, vulnerable and disadvantaged students.
- b) Support a portfolio of young people with a range of vulnerabilities with impartial advice and guidance based on high aspirations, working alongside their Support Workers or coaches, Personal Tutors, family, professionals and other Local Authorities as appropriate.
- c) To attend, where applicable, transition and annual reviews, multi-agency meetings concerning young people's career development plan and progression.
- d) Develop differentiated resources and deliver these to support students' progression in a one to one setting and group work, exploring their career development needs and focus on positive career outcomes using strengths based practices (focussing on what an individual can do rather than what they can't).
- e) Support clients in using psychometric and personality profiling software to enable them to analyse their key strengths and interests in relation to their career choices and progression.
- f) Liaise with curriculum colleagues to support and enhance the careers strategy linking curriculum learning with careers.
- g) Organise and deliver professional resources and development opportunities to staff in order to support their role in the delivery of careers education and IAG.
- h) Maintain and develop effective relationships with employers, external agencies and professional bodies both locally and nationally to enhance employer encounters, through guest speakers and careers events.
- i) Be agreeable to support bids linked with career, employability and information advice and guidance which generate independent funding streams.
- j) Maintain a support service to schools and outside agencies by providing careers development one to ones and sessions.

- k) Oversee areas for service improvements including those identified by evaluative evidence.
- l) Contribute to the development and delivery of the college's programme of career education and guidance and ensure it is understood and regularly evaluated by students, parents, college staff and employers.
- m) Ensure all learners understand the full range of learning opportunities that are available to them and help individuals to overcome social or economic barriers.
- n) Keep abreast of national and local careers education and guidance developments and policies to ensure VWNC careers services complies with national and locally defined quality standards and professional practice – (Matrix Standard and CDI).
- o) Keep up to date with college programme provision, progression routes and local / national opportunity structure and labour market trends in order to inform careers guidance practice.
- p) To undertake role specific CPD in line with CDI requirements and sit on the CDI Professional Register.
- q) Support the wider college activities when required such as open events, GCSE and A Level results days.

## 2.2 Other Responsibilities

- a) To uphold and promote company policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.
- b) To comply with the college's own safeguarding policy and practices and attend training as requested.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post and supporting with duties normally completed by the Careers Co-ordinator and the Careers Advisor in their absence.

## 3. Skills, Qualities & Knowledge

	Essential	Desirable
<b>Qualifications:</b>		
Maths to at least level 2	✓	
English to at least level 2	✓	
IT qualifications at least level 2	✓	
Hold a level 6 Careers Guidance qualification, or an appropriate alternative qualification recognised by the CDI	✓	

	Essential	Desirable
professional register		
Experience in Youth and Community Work, Social Work, Teaching or substantial experience of working as SEN case worker		✓
Teaching qualification		✓
<b>Experience</b>		
A real empathy and ability to communicate with SEND students with moderate learning difficulties including autism as well as more complex emotional and behaviour needs	✓	
Experience of working with vulnerable or disadvantaged students	✓	
Experience of working with young people who have experience of local authority care or otherwise have a social worker	✓	
Experience of liaising with different groups/agencies in the wider community		✓
Experience of working in an advisory capacity supporting individuals with their decision making process and future transitions	✓	
Experience of engaging with employers and other providers	✓	
Experience of delivering careers and employability tutorials or workshops to groups of students or in the community	✓	
Experience of supporting young people and or adults to develop key employability skills	✓	
Coaching and mentoring junior members of staff, students and trainee careers advisers		✓
Experience of liaising with staff and carrying out interventions with students and external clients through virtual means		✓
<b>Skills /Knowledge</b>		
Knowledge or experience of using the local authorities' SEND and looked after young people's local offer		✓
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance and the impact of trauma	✓	
Excellent communication skills	✓	
An understanding of and a commitment to, equality of opportunity for all	✓	
Knowledge of the local labour market and issues relating to learning and employment	✓	
Ability to build positive relationships	✓	
Self managing/reflective	✓	
Ability to plan and prioritise	✓	
Good time management	✓	
Interpersonal and Communication skills	✓	
<b>Qualities/Approach linked to college values</b>		
Ability to work as part of a team and independently	✓	
Demonstrate a positive approach to equality and diversity and customer service	✓	

	Essential	Desirable
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	

#### 4. Position within the College

The post-holder will be part of the Careers & Employability Team and will report to the Employability & Progression Manager.

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services, fixed term contract and is subject to those terms and conditions.
- b) The salary will be Support Scale 6, £24,832 per annum.
- c) You will be required to work 37 hours per week.
- d) You will be entitled to 25 days leave annual leave (plus bank holidays).
- e) The Company operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College Site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

#### 6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm on Wednesday 28<sup>th</sup> July 2021**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college group is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates are subject to a Disclosure and Barring Service check. The successful candidate will be required to pay for the DBS check themselves, the cost (£44 for an enhanced disclosure) will automatically be deducted from their first salary payment.**

**It is an offence for anyone who is barred from working with children, young people and or vulnerable adults to apply for this position.**