**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | 16-25 yrs Pathway Coordinator (Migrants) |
| Salary: | £30,559 - £33,366 |
| Grade: | 8 |
| Hours: | Up to 37 Hours |
| Team: | Migrant Education, Employment and Adult Skills  |
| Service Area: | Education |
| Primary Location: | County Hall, Oxfordshire*Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | None |
| Responsible to: | Strategy and Partnership Manager, CEF |
| Responsible for: | N/A |
| Political Restricted Post: | No |

## Job Purpose

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| ***A brief overview of the key objectives of the job:***Oxfordshire is a large county with 12 towns and a major city centre, also with significant rural areas, necessitating the post holder to be an essential car user with their own transport. Migrant families arrive in Oxfordshire in order to resettle, be homed temporarily or to await asylum decisions. They are situated throughout the county, for some, in dedicated areas such as at Ministry of Defence housing, and also in resettled homes, contingency hotels and dispersal accommodation.We are looking to recruit a full time 16- 25 yrs Pathway Coordinator (Migrants) covering education, careers and training to support newly arrived migrant young people across Oxfordshire. This is an operational role with strategic elements working across education, the Oxfordshire Migration Partnership and teams including OCC’s EET Manager, DWP, careers advisory services, Oxfordshire Local Enterprise Partnership (OXLEP), [Oxfordshire Inclusive Economy Partnership (OIEP)](https://www.bing.com/ck/a?!&&p=648e0166866a1936e5e2d611103486c2ab7a66e406d282ae5a779452df3ab0dbJmltdHM9MTczODE5NTIwMA&ptn=3&ver=2&hsh=4&fclid=0013548a-3edc-65f4-20e5-407f3f3c6491&psq=oiep&u=a1aHR0cHM6Ly93d3cub2llcC5vcmcudWsv&ntb=1), and others.You will support migrant families and their children to maximise their education potential, you will also work closely with a range of external partners including district councils and third sector organisations.You will have excellent understanding and experience of UK education policy and practice in English schools, in particular, across Key Stages 4 and 5 as well as a thorough knowledge of the entry requirements, processes and timescales to access further and higher education.You will have excellent understanding and experience of 16-19 yrs careers advice and guidance, and will have experience of delivering this to young people up to the age of 25. You will have a thorough understanding of DWP and foster good working relationships with them, ensuring plans of learning are compatible with benefits and other requirements.You will have an understanding of EET legislation in addition to school and college careers provision.A vital aspect of the post is to promote good communication links with migrants and education providers throughout Oxfordshire.You will work to the Migrant Education Strategic plan and contribute to children’s services and wider council priorities.We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff to share this commitment. Applicants to posts that are exempt from the Rehabilitation of Offenders Act will require a DBS from the Disclosure and Barring Service before the appointment is confirmed. |

## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.* To provide face-to-face support with newly arrived 16–25 yr-olds migrants, working with interpreters for initial assessment to ascertain education history and identify programmes of study
* To manage a caseload of work, including one-to-one and group information, advice and guidance sessions that are appropriate to learner needs and to action plan accordingly on areas such as employability, UCAS, CV development and interview preparation, including signposting to internal teams and external agencies that can provide further support as required
* To research careers, pathways, progression opportunities and labour market information to help inform caseload work across the organisation to enable effectively delivery of current, accurate and impartial information, advice and guidance
* To support access to work experience and volunteering opportunities, through liaison with agencies including Aspire, Oxfordshire Community and Voluntary Action (OCVA), OXLEP and OIEP
* Research local employers who can offer work experience and volunteering opportunities and build positive working relationships with them, offering introductions and triangulated support to explore and overcome language, cultural or other issues that may arise
* To facilitate drop-in sessions and workshops, as well as small group sessions and larger presentations across Oxfordshire relating to all aspects of careers education and topics around personal development and progression
* To review and maintain career-related resources and information used on internal and external websites and contribute towards developing new ideas, activities and resources for the service
* To keep up-to-date with legislation and funding as well as professional and academic developments by undertaking research and appropriate dissemination of findings
* To support at educational and career focused events such as open days and evenings, interview evenings etc, helping to positively promote opportunities for 16–25 yr old migrants, and actively engaging with potential students, parents and carers as well as other external agencies to provide relevant information, advice and guidance
* To meet with parents of 16–25 yr old migrants to inform and ensure a thorough understanding of the range of courses, education routes, opportunities and deadlines, including UCAS applications and apprenticeships up to degree-level
* To liaise with school Heads of Key Stage 4 and Sixth Forms, and others as appropriate, to ensure the best possible engagement and progression for individuals
* To work with the EAL and ESOL Leads to ensure all 16–25 yr olds are assessed for their level of spoken and written English and appropriately signpost to ESOL or Functional Skills provision
* To liaise with the OCC EET team to support 16-25 yrs who are/at risk of becoming NEET into education, training and employment
* To work within and contribute to the achievement of relevant quality frameworks e.g. Matrix standards, Gatsby benchmarks
* To attend and contribute to both the Migrant Education Cell and Migrant Employment Cell meetings
* To incorporate relevant recommendations from OCC’s recent university research projects concerning 16–19-yr-olds
* Any other duties as may be deemed necessary and appropriate by your line manager within the wider team

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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| **Skills and Knowledge:** * A qualification in advice and guidance e.g. Level 6 Diploma in Careers Guidance or NVQ Level 4 in Advice & Guidance.
* Degree level qualification in a relevant subject
* Knowledge of UK education (FE and HE) routes to training, apprenticeships and employment
* Excellent understanding and experience of UK education policy and practice in English schools, in particular, across Key Stages 4 and 5 including a thorough knowledge of the entry requirements, processes and timescales to access further and higher education
* Computer literacy - competent user of Microsoft Office suite and web-based tools for communication.
* Knowledge and understanding of stakeholders and providers
* Excellent research skills
* Driving licence and use of car
 | DDA, IA, IA, IA, IA, IA, I |
| **Relevant experience:** * Experience of working sensitively with confidential material
* Experience of delivering high quality and effective careers information, advice and guidance with a range of clients at KS4/5 and beyond.
* Experience of working with IT systems for monitoring, recording and communication purposes
* Awareness of current career and Labour Market Information (LMI) including national and local trends
* Experience of planning and delivery of group sessions
* Experience of working within a quality framework e.g. Matrix, Quality in Careers Standard
* Experience of supporting young people (16-25 yrs) including into work experience and volunteering opportunities
 | A, IA, IA, IA, IA, IA, IA, I |
|       **Personal qualities:** * Ability to learn quickly, work effectively and to deadlines
* Excellent written and verbal communication skills including good listening skills
* Ability to build trusting and positive relationships with young people (16-25 yrs) and their families, colleagues and external organisation
* Demonstrate a commitment to the process of continuous review and improvement
* Display initiative, be positive and enthusiastic
* Demonstrate a commitment to equality, diversity and inclusion with vulnerable young people including SEND and their families
* Flexible approach to working times (attendance at open events, job fairs, parents’ evenings etc., as required)
* Good organisational and time-management skills
* Clean driving licence, use of own vehicle and insurance for business use
 | A, IA, IAAAA, IA, IIA, I |
| **Special Requirements:** |  |
| **Essential:** * Satisfactory enhanced Disclosure and Barring disclosure.
* Willingness and ability to work some evenings and weekends.
* Able to use own car to travel independently around Oxfordshire.
 | DII |
| **Equal Opportunities:**  | **Assessed By:** |
| **Essential:** Demonstrable commitment to and understanding of the positive promotion of equality, valuing diversity and anti-discriminatory practice. | A, I |
| **Desirable Criteria:** | **Assessed By:** |
| **Relevant Experience:*** Experience of working with migrant young people
 | A, I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role are identified below (those ticked).

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| --- | --- | --- | --- |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [x]  | Other (please specify):      Essential car driver. |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [ ]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |