

ABERDEEN CITY COUNCIL

JOB PROFILE

1 Job Details	
Job Title:	Pathways Advocate
Job Profile No:	
Directorate:	Integrated Children's Services
Service:	Education Service
Grade:	<i>F/T Class Teacher Secondment (0.2FTE per school)</i>
Version Date:	

2 Job Purpose
<p>The Pathways Advocate is a role to provide young people who are care experienced* with an opportunity to have an informed advocate in school to advise and support in the area of choices, vocational pathways and future options. The Advocate will be distinct from the Pastoral / Guidance role, and from the expertise offered by SDS, but will be expected to work alongside these roles.</p> <p>The person will report to the Designated Manager in school. They will act as an additional layer of support, listening to the young person and taking a nurturing approach to promoting high expectations.</p> <p>*this will include those who are currently and Previously Looked After.</p> <p>(Depending on numbers in school, those who are on the edge of care and young carers may also be supported through this role)</p>

3 Reporting Relationships
<div style="text-align: center;"> <p><b>Head Teacher</b></p> <p>↑</p> <p><b>Designated Manager</b></p> <p>↑</p> <p><b>Pathways Advocate</b></p> </div> <p>*Support from the Virtual School Head Teacher / QIO (Secondary)</p>

4 Outcomes
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The post holder will be expected to:

- Ensure mainstream teachers are aware of the pressures and issues that could impact Care Experienced young people in the classroom
- Increase visibility and communication of Care Experience Needs
- Develop working relationships with care experienced young people / families\* in a defined role which at times may include supporting young people and families to be aspirational
- Become informed about vocational/academic pathways in school
- Signpost young people to grants/funding
- Become informed about ABZ Campus options within ACC
- Work alongside Corporate Parent leads in NESCol / RGU / Aberdeen University to support pathways in school
- Play an oversight role in monitoring and tracking of attendance / progress in school and any wider achievements pathways chosen, and liaise with PTG/PTPS/SDS
- Analyse data to inform interventions and support
- Accompany / support / signpost to support where help is needed with applications, interviews or meetings
- Be the point of contact for the young person on pathways in the school
- Support with developing life skills including financial management
- Support to prepare for transitions
- Work alongside SDS Careers Advisers to jointly support care experienced young people to develop their career management skills

\*this is inclusive of carers and residential teams

## 5 Knowledge

The post holder needs to be able to demonstrate an understanding or experience of:

- The General Teaching Council for Scotland Standard for Registration and Standard for Career Long Professional Learning, Code of Conduct and Scheme of Professional Update
- Trauma informed practice
- Child Development
- Attachment
- Adverse Childhood Experience
- Inclusive practice in education
- Current issues/developments in the Curriculum
- Planning and assessment
- Collegiate and partnership working
- Health and safety
- Child Protection
- GIRFEC

## 6 Job specific skills and competencies

The post holder is expected to demonstrate:

- Ability to communicate effectively. This will include non verbal, verbal and written forms of communication.
- A good observer and listener
- Proven track record of being able to develop positive relationships with children and young people with additional support needs
- Experience of direct work with children, young people and their families
- Evidence of a willingness to maintain appropriate CPD and training relevant to the post for self and others
- Ability to promote an inclusive ethos within settings
- Ability to support colleagues to enable them to meet the needs of children and young people
- A flexible and responsive approach to working with professionals, families and children and young people
- Using Microsoft Office suite including Outlook, Excel, Word, PowerPoint;

## 7 Organisational Behaviours

The post holder is expected to display the following behaviours:

- **Communication: Communicates in a way which is clear, open, honest and constructive; shares, listens and responds to information, options, ideas and instructions**
- Relates well to others and works with them to help meet their needs
- Builds rapport effectively
- Ensures communication is appropriate/inclusive
- Provides constructive feedback/advice/instruction
- Responds to and acts on feedback
  
- **Customer Focus: Recognises customer service is part of everyone's job; takes into account customer needs and expectations; strives to meet expectations where possible, manages expectations where this is not possible; is proactive in improving the service.**
- Understands and responds appropriately to customer needs
- Establishes good relationships with customers
- Invests effort in making a difference to how services are planned and delivered
- Works collaboratively across service/ team/ organisational boundaries to deliver excellent customer service
  
- **Professionalism: Maintains the standards expected by the service and the organisation at all times; remembers that they are representing the Council.**

- Meets and maintains standards consistently
  - Is a role model for professionalism
  - Maintains confidentiality
  - Demonstrates honesty and integrity in their decisions and actions
  - Is accountable and holds others to account
  - Keeps skills and knowledge up to date
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- **Respect: Behaves in a way that demonstrates respect for people, property and policy.**
  - Makes colleagues feel valued and supported
  - Shows consideration for others' views, privacy, beliefs and ability
  - Is courteous, polite and considerate to all

#### 8 Requirements of the Job

The post holder needs to hold as a minimum:

- Appropriate teaching qualification
- Full GTC (Scotland) registration in the appropriate subject/sector, or be eligible for such registration
- PVG scheme membership – Working with Children

#### 9 Development

The post holder must have undertaken or be committed to undertaking the following within a specified period:

- Online learning modules in child protection, data protection and ICT security.
- Corporate parent training