

## Apprenticeship Job description

Vacancy Details	
<b>Vacancy Title</b>	<b>Youth Justice Officer Apprentice</b>
<b>Number of positions available</b>	<b>1</b>
<b>Short Description:</b> <ul style="list-style-type: none"> <li>• Overview of the role and how it fits within the organisation</li> </ul> <p>(Maximum of 255 characters)</p>	<p>To perform tasks as a Youth Justice Officer managing cases in or at risk of entering the youth justice system. To take responsibility for assessing, planning, supervising and enforcing disposals services for vulnerable children/adults in accordance with national Youth Justice, Social Work and / or Health Care legislation, standards, guidance and local policies and procedures.</p> <p>To take the role of lead professional when it is in the best interest of the child/young person and family, delivering interventions in a whole family approach.</p>
<b>Full Description:</b> <ul style="list-style-type: none"> <li>• The department, area or team that the vacancy applies to</li> <li>• Key responsibilities</li> <li>• The day to day contact within the organisation</li> </ul>	<ol style="list-style-type: none"> <li>1. To manage a caseload of service users (with a 15% reduction for apprentice) with varied levels of need in accordance with National Standards for Youth Justice, departmental policies and procedures, relevant legislation, guidance and regulations.</li> <li>2. To complete risk of re-offending, risk of serious harm and safety and well-being assessments on young people engaged in the criminal justice system using nationally recognised evidence-based specialist Assessment tools Asset Plus as required. To make clear and defensible assessments in relation to young people's risk of re-offending, risk to others and risk to the young person and develop associated management plans.</li> <li>3. To prepare high quality pre-sentence reports, Referral Order reports, parenting assessments and reports for other agencies within required deadlines. To prepare, agree and review intervention plans with young people and parents/ carers that focus upon reducing risk of re-offending, risks to others and safety and wellbeing.</li> <li>4. To directly deliver and / or co-ordinate interventions to young people and parents/carers subject to prevention, pre-court outcomes, court orders, bail or remand, sentenced to custody or on licence.</li> <li>5. To effectively manage and maintain local and national standard contacts for young people subject to community and custodial based penalties, out of court disposals, prevention work and parents/carers subject to parenting orders.</li> <li>6. To adopt a 'whole family approach' and take a Lead Professional Role for the family when in the best interests of the child/young person. To</li> </ol>

	<p>lead on Contextual Safeguarding Plans where in the best interests of the child/young person.</p> <ol style="list-style-type: none"> <li>7. To attend and contribute to, and where required chair, review meetings in a variety of settings and institutions such as other local authorities, hospitals and custodial units. working collaboratively with colleagues and a range of partner organisations</li> <li>8. To support the delivery of youth justice services by attending courts to present reports, to prosecute breaches and to advise the judiciary on matters of bail or remand or other youth justice issues. To sit on and advice referral order panels as an experienced designated YOS Representative</li> <li>9. To provide advice and support in respect of complex vulnerable young people and their families across the wider Targeted Support Service and area-based quadrant.</li> <li>10. To work to achieve the specific aims and objectives of the Youth Justice and other Services' Business Plans.</li> <li>11. To work in partnership with wider children's services, local authority teams and other partnership agencies, which may include Police, Probation, Education, Mental Health Professionals, Substance Misuse Professionals and other relevant bodies.</li> <li>12. To use the designate case management systems for the recording of confidential information, case records and data and ensure that all relevant records and documents are managed in accordance with policy and procedure.</li> <li>13. To access other partner case management system to ensure that up to date relevant information forms part of your ongoing risk assessment.</li> <li>14. To be fully aware of the principles of safeguarding a range of vulnerable service users and ensure that your line manager is kept fully informed of any concerns and escalations.</li> <li>15. To promote young people voice and collaboration through feeding back on service delivery, influencing change and developing future services</li> </ol> <p>Key accountabilities</p> <ol style="list-style-type: none"> <li>1. To participate in relevant duty rotas and meetings. Participate in supervision, performance management and development and own professional development.</li> <li>2. To manage complex situations and challenging behaviours associated with working with vulnerable adults and / or young people</li> </ol>
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	3. To work independently and flexibly, including lone working and, at times, outside of core hours including evening and Saturday/BH Court as necessary, to suit the needs of service users.
<b>Future Prospects</b>	
This should be completed so that candidates can see the opportunities which the vacancy could lead to, but this must be realistic. A low starting wage may be offset by the prospects	There are opportunities to develop from a Youth Justice Officer to a Senior Youth Justice Officer role and possibly a Team Manager role if you are committed to ongoing learning and development once you have completed your apprenticeship.
<b>Expected Duration</b>	2.5 years
<b>Weekly Wage:</b> Current minimum apprentice wage is £5.28 per hour	Can you please indicate in this box the WEEKLY WAGE i.e £100.00 per week. £129.00 – this may be less due to TTO working
	<b>Hourly rate:</b> £15.43 - £17.12
	<b>Hours per Week:</b> 37 hours
	<b>Working hours:</b> e.g. 9am – 5pm 9am – 5pm
<b>About the Candidate</b>	
<b>Qualifications they will undertake:</b>	Level 5 Apprenticeship in Youth Justice Practitioner
<b>Skills required:</b> List the key skills (technical and soft skills) sought.	<ul style="list-style-type: none"> <li>• Ability to demonstrate excellent communicate effectively at all levels and through all mediums.</li> <li>• Ability to use professional judgement to reach assessment conclusions and apply the concept of ‘defensible decision-making’ based on detailed, analytical and objective assessments using standardised assessment tools.</li> <li>• Ability to manage workload effectively in consultation with the Team Manager.</li> <li>• Commitment to working in partnership with other agencies and demonstrate skills in engaging young people.</li> <li>• Effective use of IT and Electronic case management.</li> <li>• Adaptable, imaginative, creative and flexible in approach to the work.</li> </ul>
<b>Personal Qualities:</b> Identify the key personal qualities required for the role.	<ul style="list-style-type: none"> <li>• Experience of working with complex vulnerable children/young people and their families</li> <li>• Experience of caseload management, management of risk and taking a lead professional role.</li> <li>• Experience of holding responsibility for workload and of demonstrating initiative and self-motivation</li> </ul>

	<ul style="list-style-type: none"> <li>Experience of multi-agency work and the ability to coordinate a multi-agency package of support for young people.</li> </ul>
<b>Qualifications Required:</b> List the key qualifications for this role.	English and Maths GCSE C and above
<b>Advertising Process</b>	
Please note: Apprenticeship vacancies may be advertised through various marketing and recruitment activities including the National Apprenticeship Service – <a href="http://www.apprenticeships.org.uk">www.apprenticeships.org.uk</a> and <a href="http://www.getmyfirstjob.co.uk">www.getmyfirstjob.co.uk</a> also social and digital media tools.	
<b>Further Detail</b>	
Things to consider about the position. (Optional)	You will be required to undergo an enhanced disclosure to a DBS (Disclosure and Barring Service) check.
<b>Supplementary Application Form Questions</b>	
<b>Two Vacancy Specific Questions:</b> You may wish to ask two additional questions on the application form. These need to be appropriate to the vacancy and/or help to identify a candidate's wider attributes and motivations. You can discuss these with your Learning Provider.	1) How would you ensure that you balance the learning and development commitments and your practice based workload to ensure you manage your time effectively?
	2) Tell us why you want to undertake a youth justice apprenticeship? What is it about the opportunity and why is the right one for you?
<b>Key Dates</b>	
Closing Date <i>(We suggest you allow a minimum of 3 weeks from the date of submission of the vacancy)</i>	
Pre-Interview date	<i>To be completed by PRC</i>
Possible start date <i>(Please allow approx. 3 weeks from the 'closing' date)</i>	

<b>Employer Details</b>	
<b>Employer Name</b> This should be the employers full registered name	Peterborough City Council
<b>Number of Employees</b>	1
<b>Employer Address (Where the apprentice will be based)</b> Please provide the full address, including postcode	Sand Martin House Bittern Way Peterborough PE2 8TY
<b>Does the Business have an Apprenticeship 'Levy' account?</b>	Yes we are a Levy payer X <input checked="" type="checkbox"/> We do not contribute to the Levy <input type="checkbox"/> <i>(Please 'tick' one of the options)</i>

<b>Contact Name</b> Please provide these details for the main contact for the Employer	Title	Mr
	First Name	Ed
	Surname	Thirlwall
	Position	TYSS Service Manager
	Telephone	07783795439
	Mobile no (optional)	
	Email Address	<a href="mailto:ed.thirlwall@peterborough.gov.uk">ed.thirlwall@peterborough.gov.uk</a>
	Fax no (optional)	
	Contact by email/mail/phone?	email
<b>Employer Description:</b> This should clearly describe what the employer does, Please reflect the size, location and environment where possible.	Peterborough City Council was formed as a unitary authority in 1998. As a unitary authority, the council has both the powers of a non-metropolitan county and district council combined.  We have around 1500 employee and are based at a number of key locations around the city including Townhall, Sand Martin House and more supporting residents of the city.	
<b>Employer website</b>	<a href="https://www.peterborough.gov.uk/">https://www.peterborough.gov.uk/</a>	