

Job Description

Department: People's Services

Division/Section: Targeted Support

Job Title: Education Training and Employment Officer (Youth Justice)

Post No: 014317

Grade: Grade 8

Reports to Post No / Title: 012523
Senior Youth Justice Officer

Line Management responsibility for: N/a

CRB Check applicable?

Standard Enhanced None

Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?

Yes No

Organisation Chart:

Size of Budget – Up to £1,000 p.a.

Job Purpose:

- Together with the NEET Team, reduce the number of young people not in employment, education or training and improve the position of the authority in national league tables as published by the Department for Education monthly.
- To support young people known to the Youth Justice (YJ) Team on Court disposed orders or Pre-court disposals who are not in education employment or training (NEET) or are at risk of NEET or not engaging in appropriate education and through information, advice and guidance enable them to re-engage and participate in a range of opportunities, enabling them to make a positive transition to adulthood.
- To provide support, information, advice and guidance to young people, who are, or who are at risk of becoming NEET
- To engage with, track and follow up young people in order to reduce numbers whose employment, education or training situation is not known
- To provide Intensive support to young people to assist them in overcoming a wide range of barriers to progression

Description prepared by: Denham Hughes

Date: 12th December 2022

Description agreed by postholder:

Date:

Authorised by Director:

Date:

Main Duties and Responsibilities:

1. To manage a caseload of young people who are NEET/at risk of NEET/disengaged from Education, assist them with remaining in education or moving from NEET to EET and to identify and assess their support needs.
 - Assisting young people to make plans, implement their next step and review progress.
 - Delivering through drop in centres, outreach and work in partner agencies involving 1:1 and group work activities. Most contacts with young people will be statutory work and form part of the Youth Justice order.
 - In doing so and operating as part of a Team Around the Family, ensuring work undertaken is reflected in the Support Plan for the family or YJ integrated plan, working with other professionals towards the agreed common goals, updating the lead professional for a case on involvement on a regular/agreed basis and attending TAF meetings or other multi-agency meetings to ensure work is well co-ordinated and consequently more effective with families.
 - Identify and review the needs of young people through the use of diagnostic and assessment techniques.
 - Identify, agree and deliver evidence based interventions leading to positive progression.
2. To follow up and track young people by letter, telephone, outreach or other identified communication methods, in accordance with local and national guidelines relating to youth support services. Liaise with Youth Justice officers, parents and carers to gain information relating to young people's destinations. Liaise with a range of key partners to ensure up to date and accurate information on young people including their current situations and barriers to progression.
 - To commence a EH assessment where there are no child protection concerns but where support is clearly needed, taking into account the needs and strengths of all family members
 - Participate in the gathering of information to inform in depth assessment of family needs
 - To support with the completion of ASSET plus assessments, gathering information from various education professionals and systems to provide information to the YJ Officers to enable them to complete ASSET plus assessments on all young people known to the YJ Service as appropriate.
3. To support the Client Researchers to coordinate the Annual Activity Survey as required in order to gather Destinations information with responsibility for co-ordinating outreach visits to young people as required in order to gather Destinations information
4. To support with the collation of information and support with improvement of reporting on the new YJ National indicator KPI's around young people known to Youth Justice and whether they are in education, employment or training as well as details of young people who are known to have SEND.
5. Manage a caseload of NEET young people in order to support the directorate to maintain and improve its position in national league tables for NEET, Not Known and unknown destinations.
6. To act as a lead with sharing risk/conviction information with FE colleges, training providers and education providers that young people known to Youth Justice teams may attend or apply to attend.
7. To work with young people, offering intensive support and guidance to plan, implement next steps, and review progress.
 - Provide information, advice and guidance to include information on careers, sources of funding and benefits etc.

- Support the young person in accessing opportunities in learning, employment, personal development, voluntary work etc and information sources.
 - Manage the support needs of a caseload at key transition points, including an exit strategy where appropriate.
8. To work with young people of statutory education age who are identified as being at high risk of NEET, particularly those working with the Youth Justice team. Support them to access independent Careers and Education Information, Advice and Guidance (CEIAG). Provide evidence based interventions to address key barriers to progression.
9. To work as part of a multi-disciplinary Targeted Support team to meet the needs of people and young families.
- Understand and build effective relationships across Targeted Support, Specialist Support and other services such as Education Welfare Officers, voluntary organisations, counselling agencies.
 - Act as an advocate between agencies to support young people and manage the young person's liaison with these agencies.
 - To undertake continuous review and evaluation of the work done with young people.
 - Liaise and negotiate with other partners, including YJ officers, careers and education advisers, Youth and Family workers and the voluntary sector.
 - Share good practice.
10. Manage information to ensure effective support to young people including supporting:
- Case recording on Liquid logic, Capita 1 IYSS, Capita Youth Justice and other data bases as required.
 - Recording the September Guarantee
 - Delivery of the Early leavers Survey
 - Delivery of the Annual Activity Survey
 - Case Auditing
 - Delivery of the Distance Travelled Tool
 - Preparation of case studies
11. Work with other partners to ensure effective sharing of information within established protocols and contribute to the management information of Targeted Support.
12. To demonstrate a commitment to continuous improvement.
- Keep up to date with information and professional development.
 - Contribute to the development of effective systems.
 - Access training and development opportunities.
 - Contribute to the performance review and supervision process.
 - Contribute to continuous improvement processes and quality standards.
13. To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.
14. To comply with all Health & Safety at work requirements as laid down by the employer.

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Flexibility Clause: Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a

comparable post in any of the Organisation's other sections or departments.

**Variation
Clause:**

This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible Peterborough City Council reserves the right to make changes to your job description following consultation.

Person Specification

JOB TITLE: NEET/NIAP Worker (YOT)

POST NO:

Grade: 8

DEPARTMENT: Children's Services

DIVISION: Targeted Support

DIRECTOR: Nicola Curley

DATE: 12th December 2018

COMPLETED BY: Denham Hughes

| ATTRIBUTES | ESSENTIAL CRITERIA | DESIRABLE CRITERIA |
|-------------------------------|--|---|
| KNOWLEDGE | <ul style="list-style-type: none"> • Awareness of agencies/departments which support young people, eg. careers, youth work, voluntary sector, health, social services, education and Youth Justice (YJ). • Awareness of barriers preventing young people progressing from NEET to EET. • Knowledge of assessment tools and practice • Knowledge of employment/ training/ education issues and provision, youth offending, homelessness, young people in care, benefits legislation. • Knowledge of legislation relation to raising participation and safeguarding • Knowledge of the Youth Justice system, it's disposals and processes. | <ul style="list-style-type: none"> • Understanding of issues affecting young people at key transition points |
| SKILLS & ABILITIES | <ul style="list-style-type: none"> • Empathy with and able to relate to young people • Ability to outreach young people across all areas of Peterborough in conjunction with colleagues. • Able to work effectively with a range of young people including vulnerable young people and those with special educational needs. • Ability to manage challenging situations, maintaining professional boundaries • Ability to use appropriate diagnostic and assessment techniques. • Information, advice and guidance skills • Effective verbal and written communication skills across diverse disciplines. • Excellent listening, problem solving, negotiation and advocacy skills • Able to manage own workload with effective verbal and written communication skills across diverse disciplines. • Flexible and able to use own initiative • IT skills, including the ability to keep IT client record systems up to date | <ul style="list-style-type: none"> • Good communication skills with both young people and adults. • Motivated to support young people to make a positive progression in their lives |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of working with young people in a relevant environment • Experience of using diagnostic and assessment tools and techniques • Experience of working effectively in partnership with a range of agencies to influence change | <ul style="list-style-type: none"> • Experience of actively involving young people in decision making. • Experience of interviewing young people |
| QUALIFICATIONS | <ul style="list-style-type: none"> • 5 GCSEs at grade C or above (or equivalent) including English and maths. • Educated to level 3 or above. | <ul style="list-style-type: none"> • Educated to Key Skill Level 4; Bachelor's degree; HNC; HND NVQ level 4 or equivalent in Guidance or other relevant qualification • Youth Justice Effective Practice Certificate • NVQ level 4 in Advice and Guidance/LDSS or equivalent |

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| PERSONAL CIRCUMSTANCES | <ul style="list-style-type: none"> • Willing to work an agile manner in a variety of locations. • Flexible approach to working hours including some evening/weekends. • Able to work alone and in a team. • Full driving licence and use of suitably insured vehicle. | |
| EQUALITY | <ul style="list-style-type: none"> • Candidates must demonstrate understanding, acceptance and commitment to the principles underlying equal opportunities. | |
| CUSTOMER CARE | <ul style="list-style-type: none"> • Knowledge and understanding of effective customer care | |