

**JOB TITLE:** Education and Employment Worker (Qualified)

**GRADE:** H9

**REPORTS TO:** Team Manager or Practice Manager

**TEAM:** Specialist Adolescent Services Hertfordshire (SASH)

**DEPARTMENT:** Children's Services

## **Purpose of the Job**

To ensure personalised education interventions are developed to ensure children and young people achieve or maintain, or have the opportunity of achieving or maintaining, a reasonable standard of health or development and make a successful transition to adult life.

To develop and maintain open and effective working relationships with schools, colleges and training providers to ensure education and training provision (ETE) is available to all young people in the Youth Justice system (YJS).

To support young people in the Youth Justice system to access or return to appropriate education, training or employment provision by providing one to one support and group work for young people in the YJS, providing an enhanced service to those assessed as a high risk of vulnerability or a high risk to the public, leaving custody, excluded from or not attending school, and in or leaving care.

To work closely with young people, their families and/or carers and a range of agencies and employers across statutory, voluntary and business sectors.

To work closely with young people and their case managers to enable access to accredited learning employability skills programmes in Hertfordshire.

## **Main Areas of Responsibility**

1. To work effectively as part of a multi-agency team and contribute to the team and service development, taking responsibility for ensuring that the service is informed on implications of legislative and policy change.
2. To provide and develop one to one and group interventions to support young people in the YJS with ETE needs based on best practice and to act as a named worker responsible

for the development and implementation of personal education plans for high risk young people known to the Youth Justice Service.

3. Working with schools, Children services SEN, Services for Young People, the Secure Estate, education providers and other relevant agencies to ensure that young people in the YJS have access to appropriate provision and support and ensure Risk Management Plans with schools and colleges are in place where necessary.

4. To liaise with a range of ETE providers and forums to create and maintain effective partnerships and information sharing to support the needs of young people within Youth Justice Service, promote inclusion and ensure appropriate provision is available to improve outcomes for these young people.

5. To contribute to Integration Panels, Out of Court Disposal Panel and Risk Panels to support improved outcomes and risk management for young people in the YJS.

6. To support case managers by ensuring that young people on Pre-Court or Court Orders receive specific education advice and information, either directly or through their Responsible Officer.

7. To maintain accurate, comprehensive case management information using specified electronic databases and complying with deadlines and statutory standards and requirements for Youth Justice.

8. To support the development and delivery of accredited learning outcomes for young people where it is a requirement in the Youth Justice provision.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

## **Person Specification**

**Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.**

**You will be expected to address each point separately and in the order listed.**

**If you do not complete a full supporting statement in the requested format, your application may be rejected.**

- A relevant degree or professional qualification in a related field (teaching, youth work, ETE guidance or Social Work).
- Substantive experience of engaging, supporting and motivating challenging young people with multiple needs.
- Knowledge of legislation and education policy, and range of Education Training and Employment provision, systems and processes.

- A good working knowledge of the agencies that deliver services for young people (Schools and colleges, Children Services, SEN, Youth Connexions, Youth Justice), and experience of partnership working.
- Ability to communicate effectively with people from a range of professional backgrounds and varying seniority and represent the service at a range of forums and Panels.
- Experience of undertaking or contributing to structured assessments, plans, and reviews for young people and preparing reports.
- Understanding of risk management of young people with complex needs.
- Able to work effectively as part of a multi-agency team and contribute to the team and service development.
- Ensure up to date accurate recording and using specified electronic databases and complying with deadlines and statutory standards and requirements for Youth Justice.
- Demonstrate a commitment to understanding diversity and to apply equal opportunities and anti-discriminatory practice.
- Understanding of confidentiality and data protection.
- To work flexibly across the County to meet the needs of young people, including evening and weekends as necessary.
- As a requirement of this role the post holder will need to have a full UK Driving Licence. You will be required to travel to visit young people in their homes and at other venues, and to attend meetings at sites other than own work base.

## **Criminal Background Check**

Safeguarding children and adults is of utmost importance to Hertfordshire County Council. The Council requires employees to abide by legislation and best practice to enable Hertfordshire to achieve this. This role has been identified as requiring a Disclosure & Barring Service (DBS) check or Basic Disclosure. You must therefore ensure that any relevant criminal record check application is completed and returned as requested by the Council, as this is deemed a contractual requirement of employment. In addition, you consent to allow the Council to retain a copy of the disclosure certificate within your personal file.

It is a contractual obligation to disclose any cautions, reprimands or convictions and to update your manager of any changes to your status whilst in employment. Enhanced DBS roles will be reviewed periodically during employment, by means of DBS Dip Sample or three yearly rechecks. Failure to disclose changes to your status may be detrimental to your employment and you may be subject to disciplinary action.

Please note that additional information referring to the check is in the guidance notes to the application form. If you are invited to interview you will receive more information.

## **Diversity and Inclusion**

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

## **Health and Safety**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers**

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability).