

## Job Description

<b>Job Title</b>	Education, Training and Employment Officer
<b>Grade</b>	Band G
<b>Reporting To</b>	Team Leader
<b>JD Ref</b>	PCO115G

### Purpose

To work as part of a multi-agency team of staff providing an integrated approach to the delivery of services designed to achieve the principal aim of the Youth Justice Service, this is to prevent offending by children and young people.

To work within the framework of the Crime and Disorder Act 1998 and National Standards, for Youth Justice. This will involve direct contact with children, young people and their families, and oversight, supervision and support for children and young people across a range of statutory and voluntary provisions.

To work as an ETE Officer by gathering education, training and employment information and deliver interventions for young people on statutory Court Orders and those diverted from the court who are resident on the Wirral or are known to Wirral Local Authority.

Represent the YJS at Education forums and represent the Education Department in Youth Justice forums. Provision of creative development of direct ETE options, solutions and support to young people in contact with the YJS. To ensure that the Wirral council achieves its strategic aims for young people pre and post 16 years with education and training issues.

### Main Duties And Responsibilities

#### Behavioural

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values and leadership behaviours in the role and organisation.

#### Team Leadership and Management:

- Provide strong leadership, strengthening engagement, growth, culture, innovation, collaboration and performance.
- Assign responsibilities, setting clear expectations, and deliverables to team members and empower them to excel in their roles.
- Through continuous improvement strengthen the tools, practices and impact of the service.

## **Communication, Engagement and Training:**

- Develop and maintain effective links with schools, colleges, placement providers, employers and other relevant agencies with the aim of preventing youth offending, supporting attendance, creating learning opportunities and helping to identify and maintain suitable placements.
- Complete robust risk management and support plans to help young people to have full access to ETE placements to ensure that they and others are appropriately safeguarded. And attend a variety of meetings related to ETE, risk management and safeguarding both internally and with external agencies (these may include within a secure environment)
- Maintain essential records, provide reports and carry out other administrative duties as required. And collate data of all ETE outcomes at the end of a statutory order and produce case studies to reflect challenges, barriers and positive outcomes. This includes the use of the Youth Justice Service's case management system.
- Engage with and motivate young people and their parents/carers to support ETE, offering advice, guidance, choices, imparting knowledge and helping to overcome barriers to support full participation in appropriate ETE
- To provide a structure of support for those young people on bail and at risk of being remanded into custody.
- Support the Team manager with Youth Justice Board data returns and quarterly reports to ensure the information is accurate and to provide qualitative context to any barriers to supporting young people into education.
- Participate in individual and group supervision and appraisal according to agency policy and procedure.
- To represent the YJS at children missing education or at risk of being excluded panel/meeting with the aim of ensuring that YJS young people of statutory school age are engaged in suitable education and proactively support professionals in locating children who are missing or at risk of being permanently excluded.
- If deemed necessary providing statutory duty service at the Police Station; and Courts, dealing with remands/bail/trials/court outcomes/ liaising with court staff/solicitors/external agencies/support to young people and families
- Represent the YOS at all education, training, or employment forums across the Wirral area.

## **Data Analysis and Decision-Making:**

- Gathering education, training and employment information to input into comprehensive assessments, highlighting risk, safeguarding and individual needs to inform case management and intervention. Challenging schools and other professionals for the best outcome for the young person for their Educational Outcomes as and when required.
- Assess, identify and understand young people's learning ability/understanding.
- Oversee and ensure that all YJS young people have their education needs assessed



### Compliance:

- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.
- Ensure that all service initiatives adhere to relevant legislation, policies and practices.

### Other:

- Any other duties commensurate with the grade.
- The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities to meet service needs

## Role Specific Knowledge, Experience And Skills

### Qualifications

- In a relevant field of Criminal Justice, and or Education or any other recognised professional qualifications at this level such as PCEF such as Diploma in Careers Guidance/NVQ 4, Youth and Community Work or relevant qualification.
- *Desirable - Recognised professional qualifications and Degree in a discipline related to the work of the Criminal Justice Service, such as a Social Work, Probation, Youth and Community Work, Education.*

### Knowledge & Skills

- Good advocacy, communication and negotiation skills
- Service planning skills, including assessment, monitoring and review
- Working to deadlines, targets, objectives and with challenging behaviour
- Demonstrable commitment to equal opportunities and anti-oppressive practice
- Commitment to a young person-centred approach
- Commitment to working as part of a multi-agency service
- An understanding of the factors which contribute to young people becoming involved in offending
- Knowledge of learning needs and understanding
- Understanding of adverse childhood experiences
- Knowledge of legislation as it applies to education and in particular SEN
- Knowledge of education processes that involve exclusion and alternative education provision.
- Ability to manage a range of diverse demands that may present competing expectations and agendas from young people to ETE providers.
- Ability to manage complex cases (e.g. where there is cross over with SEN, LAC and Alternative provision).
- *Desirable – Demonstrate skills that support strategic oversight of a broad caseload and an ability to identify trends and gaps and areas for service provision*
- *Desirable – Ability to represent the organisation at inter-departmental meetings and influence strategic priorities and policies*
- *Desirable – Ability to organise work, meet targets and manage conflicting work pressures and deadlines*
- *Desirable - Knowledge of relevant legislation, including Crime and Disorder and Children's legislation*
- *Desirable - To contribute to developing new policies for the Youth Justice Service.*



## Experience

- Substantial experiences of direct work with young people and their families
- A minimum of 2 years' experience in working with the criminal justice service or educational service settings.
- Experience of working with parents and families
- Collaborative work with other agencies and working in a team
- Chairing meeting and undertaking ETE Interventions or assessments
- Experience of working with young people with learning needs and speech and language concerns
- *Desirable – Working with young people with Educational Health Care Plan along with speech and language needs.*
- *Desirable – Managing the emotional consequences of working with children with complex needs and be aware of the needs, demands and pressures on their families*
- *Desirable - Experience of delivering training packages*

## Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

Expected to work from a fixed location (subject to change).

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

### Health & Safety Considerations::

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

**Approved By: Head of Service**

**Date Of Approval: 28.10.2022**

