

Youth Justice Service Education Worker Applicant Recruitment Pack



Welcome

Hi,

We would like to thank you for your interest in the Youth Justice Education Worker role at Sefton Council.

This is an exciting and rewarding opportunity for someone who thrives in a busy environment and has a passion for working with children and families.

This role is an important part of our team and you will contribute to how we promote the best outcomes for children.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!

Ros Stanley
Service Manager
Sefton Youth Justice Service



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

You will be part of the Youth Justice Service, which is multi agency team based at Magdalen House, Bootle L20 3NJ. Taking a whole family approach, you will be expected to raise educational outcomes for children and support their engagement in education. You will support Sefton to meet the statutory responsibilities in ensuring children have access to full time education suitable for their age and needs.

You will work with YJS staff, Education and SEND teams as well as schools and lead on the YJS AQA Unit Award Scheme. You will have experience of supporting children and families, and education providers to improve educational outcomes for children with specific focus on attendance and the quality of education offers.

You will embody Child First Principles and be ambitious for children and families. Within this role, your development will be supported, and you will have the opportunity to engage in innovative projects. We are part of Sefton's Children's Services and work closely with our local partners both inside and outside of the Council.

Key Responsibilities include:

1. To manage a caseload of children and young people, alongside YJS workers, liaising with children, parents/carers, schools and other professionals and



formulating strategies as appropriate, to ensure all children of statutory school age receive appropriate education and that statutory requirements are met. This includes outreach work.

2. Assist with the implementation of robust systems and procedures, including audit and assessment tools, to identify, monitor and track vulnerable children, contribute to delivery of best practice, and ensure the LA's statutory requirements are being met.
3. Maintain a good understanding of current legislation and statutory procedures in relation to both Youth Justice and Education provision. Work closely with colleagues in the education and SEND department to ensure that schools are complying with the law and offer clear and professional support, advice, and challenge to headteachers, school staff, governors, parents/carers.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Friday 19th June 2026** (or earlier in the event of high volume of applications being received).

Provisional interview date: **2nd July 2026**.

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

Department: Children's Services

Location: Magdalen House

Division: Youth Justice
A5223

Job Evaluation Number:

Section:

Post:

Title: YJS Education Worker

Grade: G

Responsible To:

YJS Operational Manager

Responsible For:

No direct reports

JOB PURPOSE

Primarily located within the Youth Justice Service the purpose of the role is to work across the YJS, education and SEND team to raise educational outcomes for young people active to the YJS by providing advice and support to them, their carers and YJS workers on education issues. The aim is to support the LA to meet its statutory responsibilities in ensuring children and young people have access to full-time education suitable to their age and needs.

MAIN DUTIES

4. To manage a caseload of children and young people, alongside YJS workers, liaising with children, parents/carers, schools and other professionals and formulating strategies as appropriate, to ensure all children of statutory school age receive appropriate education and that statutory requirements are met. This includes outreach work.
5. Assist with the implementation of robust systems and procedures, including audit and assessment tools, to identify, monitor and track vulnerable children, contribute to delivery of best practice, and ensure the LA's statutory requirements are being met.
6. Maintain a good understanding of current legislation and statutory procedures in relation to both Youth Justice and Education provision. Work closely with colleagues in the education and SEND department to ensure that schools are complying with the law and offer clear and professional support, advice, and challenge to headteachers, school staff, governors, parents/carers.



7. Support the development of strategies to promote social inclusion. This will include lead in the embedding of the AQA unit award scheme within the YJS.
8. Contribute to sentence planning for young people in custody, attending sentence planning meetings, providing comprehensive ETE information, and liaising with custodial ETE providers. Ensuring Personal Development Plans are in place for transition into the community.
9. Respond effectively in respect of children active to the YJS who are missing out on education, including those young people in custody, working closely with education colleagues and other services to prioritise these children, to facilitate reintegration/access to suitable ETE provision in line with statutory and local protocols.
10. Work alongside the data analyst to analyse and maintain robust data systems to provide performance information that leads to service improvement. Produce statistical analysis, reports and management information for different audiences, and statutory returns.
11. Ensure the voice of the child and parent is included in all practice and procedures, wherever feasible, and provide direct support to parents and children to understand their rights and options through formal processes to help ensure effective outcomes and support effective transition.
12. Support national and regional relevant networks and forums on all aspects of the post's responsibilities. Build effective working relationships with schools and other professionals, and community and voluntary services to support safeguarding practice, policy and procedures. This includes ensuring safeguarding procedures are implemented appropriately and contributing to meetings and any subsequent action plans in respect of children, young people and their families.
13. Work within the remit of the role, being adaptable and flexible to changing demands, and working cooperatively to ensure the overall service objectives are met including contributing to your own learning and development by using supervision, identifying appropriate development opportunities, attending training and participating in office and AA duty system.
- 11.To promote and implement our Equality policy in all aspects of your employment
- 12.To help maintain a healthy, safe, and secure environment and to adhere to our policies and procedure.
- 13.Maintain accurate recordings and utilise systems to ensure information is up to date and supports the right support for children.
- 14.Ensure safeguarding protocols are followed at all times.

**SPECIAL CONDITIONS (to be deleted as appropriate)**

E.g. car allowance, requirements to work outside normal office hours if required to meet this child/families need.

The post is customer facing therefore you must have the ability to fulfil all spoken aspects of the role with confidence through the medium of English.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e., filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

For further information, please refer to [DBS filtering guidance at www.gov.uk/dbs](http://www.gov.uk/dbs).

The post you are applying for requires access to the Public Service Network (PSN) and requires compliance with the HMG Baseline Personnel Security Standard.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

Undertake, and participate in training, coaching and development activities, as appropriate.

The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.



Prepared by: Amie Clarke-Henderson, Operational Manager

23/06/2025

PERSON SPECIFICATION

Personal Attributes Required (considerations)	Essential (E) Or Desirable (D)	Method of Assessment (suggested)
<p><u>QUALIFICATIONS/TRAINING</u></p> <ol style="list-style-type: none"> 1. Maths & English GCSE equivalent 2. Qualification equivalent (Level 3) or significant evidenced experience related to job role e.g. Youth / Youth Justice Work, Early Intervention, Education. 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	<p style="text-align: center;">AF/Certificate of Attainment</p> <p style="text-align: center;">AF/I</p>



<p><i>EXPERIENCE</i></p> <ol style="list-style-type: none"> 1. A demonstrable track record in positively working with children who present as being disengaged from education. 2. Evidence of effective partnership working with families, education providers and related services (e.g. SEN) to promote improved education outcomes for children and young people 3. Demonstrable effective organisational and time management skills. 4. Experience of identifying levels of risk, vulnerability and needs 5. Experience of using IT systems to maintain accurate records and management information. 6. Demonstrable recent experience of working in a team setting. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>
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SKILLS/KNOWLEDGE/APTITUDES		
1. Evidence of good written skills and report writing.	E	AF/I
2. Demonstrable knowledge of child development.	E	AF/I
3. Demonstrable commitment to equal opportunities.	E	AF/I
4. Demonstrable understanding of safeguarding issues in relation to children and young people.	E	AF/I
5. Demonstrable knowledge and understanding of current Education legislation and relevant policies including SEN/EHCP and the NEET agenda	E	AF/I
6. Demonstrable knowledge of post-16 options and transition issues for young people identified as having SEN and/or complex needs	E	AF/I
7. Knowledge and understanding of the youth justice system including the causes of behaviours and the different approaches to reduce children being involved in offending behaviours.	D	AF/I



<p><i>SPECIAL REQUIREMENTS</i></p> <ol style="list-style-type: none"> 1. Enhanced DBS Disclosure Certificate 2. The ability to work outside of normal office hours 3. Must travel independently over a wide geographical area 	<p>E D E</p>	<p>AF/I AF/I AF/I</p>
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AF = Application Form
 I = Interview
 T = Test
 P = Presentation

