



Role Profile

Job Title: Education, Employment and Training Advisor, Youth Justice Service	Role Profile Number: OPN100
Grade: N	Date Prepared: February 2022
Directorate/Group: Children's services	Reporting to: Assistant Team Manager YJS/ EET Service Team Leader
Structure Chart attached:	Yes

Job Purpose

This 0.5FTE role will be seconded to the Youth Justice Service on a fixed term basis for one year. Day to day operational supervision will be undertaken by the YJS Assistant Team Manager with professional support and supervision from the EET Service Team Leader.

EET Advisors will specifically track, support and record young people's education, employment and training (EET) destinations post 16 and work directly with young people who are not in education, employment or training (NEET) to assess their needs and offer ongoing advice, guidance and support. They will support young people who are open to the YJS and in year 11 on roll at EOTAS overcome any barriers to learning and achievement, referring to suitable local provision and seeking advice from other professionals and parents/carers as needed.

This role will also work to identify key workers across Children's Service and externally, and support them in ensuring young people with more complex barriers to engaging in EET are supported through the development, implementation and review of robust progression plans and interventions.

The EET Advisor YJS will work closely with young people, their parents/ carers and other professionals to ensure their needs are effectively understood and met, including providing information on apprenticeships, learning and personal development opportunities, enabling them to make informed choices and decisions on their future EET pathways. By working with the wider YJS, Skills, Employment and Lifelong Learning Team and sharing information to young people through various methods of communication.

The EET Advisor YJS will hold a YJS post 16 caseload as well as year 11 cohort at EOTAS and will work to agreed minimum standards to ensure young people progress and move closer to EET. They will provide short and medium term interventions to young people open to YJS and EOTAS and will support referrals and introductions to more targeted and specialist services and provision to support their

continued engagement.

Key Accountabilities

- Ensure effective triaging of referrals to ensure they are appropriate for the service and signpost to other providers/ services where not appropriate.
- Establish and maintain effective working relationships with young people, their parents/ carers, partners, stakeholders and education and training providers.
- Make best use of various methods of communication via digital platforms, phone calls, text, email, letters and door knocking to confirm the EET status of young people within the identified cohorts.
- Work with an agreed caseload to assess where young people are in their journey to EET using the Stepping Stones to Employment model and assist them and their key workers to develop robust, time limited progression plans, which help remove barriers to engagement and achievement where these exist, reviewing plans at regular intervals to measure progress and manage drift. They will support a young person to identify where they are now and agree and plan what actions need to be taken to re-engage them in sustained EET.
- Work alongside the Youth Justice Service and engage directly with NEET children in the Youth Justice service to support pathways back to ETE.
- Work as part of a multi-agency team in the Youth Justice service to support reducing the likelihood of children re-offending through meaningful ETE.
- Support children Educated Other than at school and in Alternative provision with plans for pathways in ETE post 16.
- Provide advice, guidance and encouragement to young people, using sensitive communication skills and a strengths based approach to engage the hardest to reach individuals and support them to engage with learning, achieve new skills and work towards employment.
- Provide close and effective working relationships with key agencies to facilitate coordinated responses to meet the needs of vulnerable young people. For example with Building Bridges colleagues, Get Ahead and local community supported living or mentoring projects to help young people in removing barriers that prevent them from participating in education, employment or training.
- Ensure young people receive the agreed services to the standards in line with SBC minimum standards.
- Contribute to the monitoring and evaluation of the service, for example by getting feedback from young people, their parents/ carers and other professionals on the service and reflecting and making recommendations on where systems, processes and practice could be improved.
- Actively engage with training opportunities and team developments.
- Promote the work of the team using appropriate and approved communication and information sharing channels and procedures.
- Analyse own performance against service standards, identify areas in need of improvement and apply corrective action, contributing to reports and outlining planned activity and recommendations at quality assurance meetings and other meetings as appropriate.
- Ensure services are delivered in a timely way and progress is reviewed regularly to reduce drift and likelihood of disengagement from the service.

- Identify any training and development needs and discuss with line manager on a regular basis, identifying and attending relevant training opportunities as appropriate.
- Collaborate with peers in related services, both within and outside the Council, to ensure the service is promoted and delivered to young people in a timely manner.
- Collate the data necessary for monthly and quarterly reporting (both internal and external) of achieved service standards; identify trends and contribute to a monthly report highlighting trends to be considered at quality improvement boards and other appropriate forums and meetings.
- Respond to requests for data from colleagues and other agencies and supply the information requested in the necessary format.
- Attend and contribute to regular team meetings and other meetings as invited.
- Report progress to the team and managers on a regular basis, sharing information about caseloads and the progress of individuals.
- Comply with SBC policies and procedures.
- Follow local operating procedures.
- Have an awareness of safeguarding of young people and vulnerable adults.

Knowledge & Experience

- Experience of working with young people within social care, health or education e.g. Teaching, Youth & Community Work, Careers Guidance, Social Work, Youth Justice Services and work with young people in the voluntary sector.
- Good knowledge and understanding of the educational system, particularly post 16, educational developments and informal engagement and learning opportunities for young people.
- Good understanding of the barriers that young people may face that prevent them from engaging in EET.
- Proven ability in using own initiative to plan and prioritise workload.
- Understanding of equal opportunities legislation and how to apply this to work proactively with young people.
- Excellent knowledge of issues regarding safeguarding, equality and diversity, prevent, health and safety
- Maintain excellent knowledge of suitable education and training provision, including keeping information up to date and accessible on the Pathways to Employment pages and Stepping Stones to Employment operational model.
- Demonstrable experience in enabling young people to access personal development activities including mentoring, volunteering, work experience and other activities programmes, liaising appropriately with other agencies including the voluntary and community sector.
- Ensure that any identified personal training needs are discussed with line manager.

Qualifications

- Holds a level 3 qualification in CEIAG or a willingness to undertake an information, advice and guidance qualification within 12 months of starting.
- English and Maths at GCSE grade 4 (level 2 functional skills) or above or equivalent.

Decision Making

- Maintain working relationships in line with SBC policy and procedure, offering timely support and appropriate interventions of the young person who become NEET or are at risk of becoming NEET.
- Ensure the right support is provided to young people at the right time.
- Works within a strict framework of processes, policies and procedures and manages caseload and priorities to ensure the needs of young people and stakeholders are met.

Creativity and Innovation

- This role works within established frameworks and procedures as set out by SBC, however the post holder does have the freedom to interpret them to solve problems from a background of conceptual understanding as long as the work remains within agreed parameters.

<u>Job Scope</u> Number and types of jobs managed <ul style="list-style-type: none">• n/a Typical tasks supervised/allocated to others <ul style="list-style-type: none">• n/a	Budget Holder Responsibility Asset Responsibility:	No
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Contacts and Relationships

- Young People
- Their parents/ carers
- Social Workers, PA's, voluntary and community sector organisations and local education and training providers.

Other Key Features of the role

- Occasional evening and weekend working may be required.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	