

Youth Justice Service (YJS) Attendance/ Education, Employment & Training Advisor	Role Profile Number: SBC_11890
Grade: N Grade	Date Prepared: May 2023
Directorate/Group: Children’s Services	Reporting to: EET Service Team Leader
Structure Chart attached:	Yes

Job Purpose

This all age attendance role will act as the authorised representative of the Local Authority and to monitor the attendance of children and young people who are open to the Youth Justice Service. They will also specifically track, support and record young people’s education, employment and training destinations for those who are post 16.

For pre-16 work you will offer strategic advice, support and challenge to enable schools to develop improved systems and practice for managing attendance.

To undertake individual casework with parents and pupils and address issues arising from non-attendance at school by working in partnership with schools, parents, children and young people and other agencies.

To be the responsible officer for the discharge of the Local Authority’s duties concerning school attendance and the welfare of children under Section 444 of the Education Act 1996; section 36 of the 1989 Children Act and the Anti-Social Behaviour Act 2003.

For post 16 work you 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.

Key Accountabilities

- To accept referrals from schools and other agencies to families parents and to undertake an assessment of the situation, forming action plans as deemed appropriate. This would normally include home visits, meetings in school and with other agencies.

- To maintain a high level of knowledge about attendance issues, including policy, law and best practice in order to provide advice, support and challenge to schools. As well as to develop and maintain a knowledge of Legislation and Education Welfare Procedures and Protocols in relation to the non-school attendance of children and young people.
- Establish and maintain effective working relationships with children and 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 and attendance of children and young people within the identified cohorts.
- Work alongside the Youth Justice Service and engage directly with children who are not attending school, are NEET or have low attendance in the Youth Justice service to support pathways back to EET or school.
- To undertake casework to improve individual pupil attendance and likelihood of returning to EET. Complete all necessary casework that will involve the setting of targets for improvement and will be time-limited and subject to regular review.
- Work as part of a multi-agency team in the Youth Justice Service to support reducing the likelihood of children re-offending through meaningful EET.
- Support children Educated Other than at school and in Alternative provision with plans for pathways in EET post 16.
- To complete a Common Assessment Framework (CAF) when appropriate and act as Lead Professional.
- To initiate legal action against parents under Section 4441 or 4441a of the Education Act 1996. To prepare all evidence and court papers. To be the key witness in court. To be the responsible officer in implementing subsequent court orders – i.e. supervising officer for parenting orders and education supervision orders.
- 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.
- 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.
- To be the supporting officer to families experiencing social inclusion issues – i.e. pastoral support programmes, re-integration meetings, governors disciplinary panels and referral to alternative educational provision.
- 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 children, young people and vulnerable adults.

Knowledge & Experience

- Experience of working with children and 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 attendance and post 16 participation legislation, educational system, educational developments and informal engagement and learning opportunities for young people.
- Substantial experience of working with children and families in any capacity
- Good experience of managing meetings with people in difficult and often stressful/confrontational situations
- Good understanding of the barriers that young people may face that prevent them from engaging in EET or school.
- 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

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:	