

JOB DESCRIPTION

Job Title: YJS Senior Transition Adviser

Team: Youth Justice Service Education, Training & Employment Team

Service: Cambridgeshire Youth Justice Service (YJS)

Directorate: Children, Education and Families

Reports to: Countywide NEET Manager

Grade: Scale S02

Location: East Cambs and Fenland

Hours: 37 hours per week

Overall purpose of the job

The Local Authority has a statutory duty to support vulnerable young people to remain in learning post 16. This post supports that duty and contributes to the key performance indicators regarding reducing NEET and increasing participation in learning.

Using knowledge and skills in information advice and guidance this role will lead on the transition of the most vulnerable young people from pre to post 16 learning and assist in the re-engagement of those young people known to Youth Justice Services who are NEET, enabling them to make a positive transition to adulthood.

This post will work with approximately 100 young people over the course of the year through one to one work, and completing assessments. . A smaller caseload of approximately 10 young people will be supported through the transition post 16 to support retention.

In supporting retention in learning post 16 the post will negotiate with a wide range of partners including school/college staff and other voluntary and supporting agencies. The role will involve regular travel across the county to meet with young people and learning providers.

This post will have line management responsibilities, notably the YJS Transition Advisers

Main accountabilities

Accountabilities in descending order of priority.

	Main accountabilities
45%	<p data-bbox="300 396 1161 427">WORKING WITH YOUNG PEOPLE AND THEIR FAMILIES</p> <p data-bbox="300 472 1362 584">To facilitate the transition of young people identified as most at risk of non-participation to opportunities in learning post 16, supporting retention as required.</p> <ul data-bbox="300 629 1394 1025" style="list-style-type: none"> <li data-bbox="300 629 1342 734">• Addressing barriers to progress, assessing support needs, agreeing a plan of action and reviewing progress, working on a 1:1 basis and through group work activities <li data-bbox="300 808 1394 1025">• Operating as part of a Team Around the Family, ensuring work undertaken is reflected in the Intervention Plan for the YP/family, working with other professionals towards the agreed common goals, updating the lead professional for a case on involvement on a regular/agreed basis and attending RPM meetings to ensure work is well co-ordinated and consequently more effective with families. <p data-bbox="300 1070 791 1102">UNDERTAKING ASSESSMENTS</p> <ul data-bbox="300 1146 1374 1361" style="list-style-type: none"> <li data-bbox="300 1146 1374 1252">• To commence an EHA where there are no child protection concerns but where support is clearly needed, taking into account the needs and strengths of all family members <li data-bbox="300 1296 1246 1361">• Undertake ETE Assessments that will form part of ASSET plus assessments within YJS
20%	<p data-bbox="300 1404 699 1435">PARTNERSHIP WORKING</p> <p data-bbox="300 1480 1394 1659">To support schools, colleges, training providers, voluntary organisations and other agencies in the raising of participation, acting as an advocate for young people and supporting the management of the transition process and risk management around criminal convictions and risky behaviour. This will include:</p> <ul data-bbox="300 1704 1358 1883" style="list-style-type: none"> <li data-bbox="300 1704 1321 1769">• Meeting with schools to share information about risk information and invite them as part of RPM meetings <li data-bbox="300 1776 1358 1841">• Attending review meetings monitoring support arrangements for young people <li data-bbox="300 1848 1150 1883">• Sharing information in compliance with agreed protocols
15%	<p data-bbox="300 1928 715 1960">MANAGING INFORMATION</p>

	<ul style="list-style-type: none"> • Recording the ETE info on system to ensure compliance with National KPI's • Support the delivery of the Annual Activity Survey and September Guarantee • Case Auditing • Preparation of Case Studies • Support with completion of ETE Performance reports for YJS
10%	<p>STAFF MANAGEMENT/SUPPORT</p> <p>To support, mentor/line manage the YOS Transition Adviser ensuring a co-ordinated approach to raising participation activities, including supporting info sharing with post 16 learning and supporting young people who are NEET.</p>
10%	<p>COMMITMENT TO CONTINUOUS IMPROVEMENT</p> <ul style="list-style-type: none"> • Keeping up to date with developments in the post 16 offer of learning • Keeping up to date with County processes that support RPA e.g. The Raising Participation for Young People Strategy • Keeping up to date with changes in the benefit system and how they affect young people and their families. • Contributing to the development of processes and quality standards • Contributing to the appraisal and supervision processes • Accessing appropriate training and development opportunities

Person Specification
YJS Senior Transition Adviser

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 2: 5 GCSEs at Grade C or above; NVQ level 2; or equivalent, including secretarial qualifications.	English	E
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification,	Guidance or other relevant qualification e.g LDSS	E
Higher Degree; Master's degree; Bachelor's degree + qualification; VQ level 6 or equivalent; including all chartered professions and post-graduate qualification;	Guidance or other relevant qualification	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Knowledge of benefit entitlements for young people Knowledge of the Local labour market	Detailed/In-depth practical knowledge & understanding	E
Working with young people and their families Knowledge of current issues in education, curriculum changes and opportunities in learning post 16 Knowledge of legislation relating to young people	Extensive/Specialist/technical knowledge & understanding	E
Working with young people and their families	Extensive knowledge and experience of working with young people and their families on a 1:1 basis and in groups. Knowledge and experience	E

	of safeguarding legislation and its implementation.	
Working with learning providers	Extensive experience of working with a range of staff in schools, colleges and other settings	E
Working with voluntary organisations and other agencies involved with supporting young people and their families	Extensive experience of working with a wide range of professionals within the local authority, voluntary organisations and other agencies including health and job centre plus	E
Knowledge of Opportunities In learning Post 16	Extensive knowledge of current education issues, KS4, 5 curriculum, apprenticeships, other training and re-engagement activities. Knowledge of legislation relating to raising the age of participation	E
Knowledge of the Criminal Justice System	Knowledge of the processes that are followed within Youth Justice Services and how education, training and employment is a key desistance factor for young people.	E
Knowledge of SEND processes	Knowledge of the processes surrounding the assessment and review of Education, Health and Care Plans and what this means for the young person and family.	D
Knowledge of the benefits system	Extensive knowledge of the wide range of benefits available to young people and their families including the Bursary Fund, Child Benefit , JSA and Hardship funds	E
Advocacy	Experience of advocating on behalf of young people	E
Local Opportunities in education, employment and training	Knowledge of opportunities in learning and employment in Cambridgeshire and neighbouring authorities.	D
Guidance and problem Solving Skills	Ability to gain a clear overview of complex issues, identify and negotiate a potential course of action based on information gathered and knowledge of opportunities	E

Resilience	Ability to manage challenging situations and maintain professional boundaries.	E
Engagement skills	Ability to create and maintain good working relationships with young people their families and a wide range of professionals and partners. Commitment to impartial and anti-discriminatory practice.	E
Assessment Skills	Ability to gather information effectively and evaluate and analyse that information to form an assessment that can be used to identify suitable intervention	E
Ability to work autonomously	Self- disciplined good time management and prioritisation of workload. Ability to plan and complete tasks to meet the needs of the role.	E
Ability to work Flexibly	Willing and able to work flexible hours including some evenings and weekends.	E
Ability to travel	Ability to work across Cambridgeshire on a regular basis	E
Team work	Ability to work within a multi-disciplinary team, make a positive contribution to developments, policies and protocols, leading as appropriate.	E
Communication and ICT Skills	Ability to communicate through a range of media including report writing. Must be able to use I.T systems/databases	E

Disclosure level

What disclosure level is required for this post?		
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into?		Flexible		
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