



Job Description

Job Title: **Education Officer**

POSCODE: HAY0825

Grade: H23

Overall Purpose of Role

To promote and improve the engagement, participation and achievement of children and young people in education, training and employment (ETE) by providing specialist advice, guidance and support to Youth Justice Service case managers, children, families and partner agencies.

The postholder works collaboratively with schools, alternative provision settings, post-16 providers and other stakeholders to identify and address barriers to learning, secure appropriate educational opportunities, and support positive progression and reduced offending outcomes for children and young people within the youth justice system.

Main Accountabilities

1	Promote the aims, policies and practices of the Youth Justice Service and develop, maintain and strengthen effective working relationships with Education, Training and Employment (ETE) providers, partner agencies and relevant organisations to improve outcomes for children and young people
2	Undertake assessments with children and young people, including direct face to face work where appropriate, to identify educational needs, strengths and barriers to participation. Provide information, advice and guidance to children, young people, parents/carers, schools, alternative provision and post-16 providers to improve ETE engagement, participation and achievement.
3	Assess educational need and barriers to engagement, analyse relevant information and work collaboratively with Case Managers to develop, implement and review effective intervention plans. Provide specialist advice on ETE matters, including signposting to appropriate provision and sharing developments in education policy and practice.
4	Represent the YJS in meetings, panels and multi-agency forums, promoting a coordinated approach to improving educational participation and outcomes for children and young people.
5	Receive allocated cases and gather relevant ETE information from internal and external sources to inform assessment, intervention planning and ongoing case management.
6	Participate fully in the organisation's appraisal, supervision and performance management processes, maintaining responsibility for continuous professional development and keeping knowledge and practice up to date.
7	Attend risk management, safeguarding and multi-agency panels as required, contributing specialist educational knowledge to risk assessment, management plans and interventions that support positive outcomes

8	Work in accordance with the SEND Code of Practice and relevant legislation, ensuring that the educational needs of children and young people with special educational needs and disabilities are identified, understood and appropriately supported
9	Seek advice and guidance from specialist colleagues and external professionals where issues fall beyond the postholders knowledge, skills or professional expertise
10	Promote equality, diversity, inclusion and anti-discriminatory practice, ensuring fair access to education, training and employment opportunities for all children and young people.
11	Maintain accurate, timely and appropriate records, reports and case documentation, in line with organisational requirements, legislation and information governance standards.
12	Comply with safeguarding responsibilities, maintaining an up-to-date knowledge of safeguarding policies, procedures and legislation relating to children, young people and vulnerable adults, and taking appropriate action where concerns are identified.
13	Carry out any other duties commensurate with the grade and responsibility of the post, as reasonably required.
14	Attend risk management, safeguarding and multi-agency panels as required, contributing specialist educational knowledge to risk assessment, management plans and interventions that support positive outcomes

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Educated to A Level standard or Equivalent Level 3 qualification	Relevant qualification	A'level – Essential
Relevant qualification in Education, Youth Work, Careers Guidance, Social Care, Youth Justice or related field at Level 4 or above		Level 4 – desirable

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

Identify	Details	Essential/Desirable
Knowledge		
Of the Education system, including alternative provision and post 16 pathways supporting children and young people who face barriers to education, training and employment.	A good understanding of the barriers children and young people face.	Essential
Knowledge of educational inclusion, attendance and engagement strategies		Essential
Knowledge of the SEND Code of Practice and the needs of children and young people with SEND,		Essential
Understanding of the Youth Justice System and its impact on children, young people and families,	Have a good understanding of the challenges facing young people and their families within the Criminal Justice System	Desirable
Skills		
Excellent interpersonal, communication and influencing skills with the ability to engage effectively with children, families and professionals' presentational skills	Good communicator in a variety of forums.	Essential
Good working knowledge of Microsoft Office applications, including Word, Excel, Outlook and electronic case management system	Good working knowledge of IT packages including Word and Excel	Essential
The ability to motivate and encourage children and young people to engage positively in education, training and employment	Good communication skills to promoted engagement	Essential
Good presentation and report-writing skills		Essential
Ability to analyse information and make evidence-based recommendations		Essential
Ability to build effective partnerships and work collaboratively across agencies		Essential
Ability to maintain accurate records and manage confidential information appropriately		Essential
Experience		

Experience in ETE field	A good level of experience working with children and young people who face challenges within the education system.	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding	Demonstrate an understanding of the safe working practices that apply to this role.	Essential
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level	
What DBS Level is required for this post?	
None	☐
Standard	☐
Enhanced Child Only	☐
Enhanced Child/Adult Bar	☒
Working Arrangements	
What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	☒
Flexible	☐
Field	☐
Home	☐