

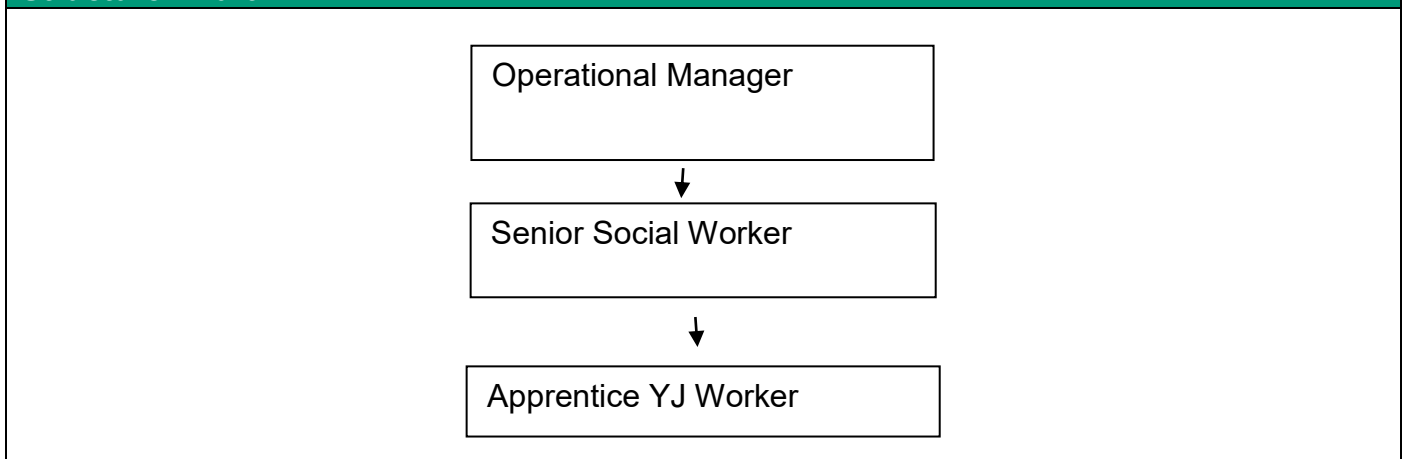
## Job Description and Person Specification

<b>Job title:</b>	Apprentice Youth Justice Worker
<b>Directorate:</b>	People
<b>Service:</b>	Children and Family Service
<b>Team:</b>	Youth Offending Team
<b>Post number:</b>	05098
<b>Salary grade:</b>	F
<b>Work location:</b>	Merchant House
<b>Reports to:</b>	Senior Social Worker
<b>Supervises:</b>	N/A

### Job Purpose

- To provide a range of support services with young people aged 10-18 years who are receiving a service at the Youth Offending Team (YOT)
- To provide youth offending team services as defined by the Crime and Disorder Act 1998 as part of a multi-agency team. The primary aim of the team will be the prevention of offending by children and young people.
- To undertake the Youth Support Worker Apprenticeship – level 3 whilst carrying out duties below within the fixed term period:  
<https://www.instituteforapprenticeships.org/apprenticeship-standards/youth-support-worker-v1-0>

### Structure Chart



### Main Duties and Responsibilities

1. To establish and maintain relationships with young people, providing a range of interventions to support young people through a process of change. Promote and facilitate youth voice and influence service provision
2. Working with the YOT Officer and young person to identify educational goals and aspirations;
  - Developing a plan to address these, setting goals
  - Supporting young person to apply and attend interviews

## Main Duties and Responsibilities

- Supporting young person's attendance
3. Working with the YOT Officer and young person to identify positive activities/interests;
    - Developing a plan to meet these
    - Supporting the young person to engage in positive activities and use informal education to develop a young person's social education and engagement in local services
    - To link up with and make use of existing youth networks already in place in West Berkshire
    - Supporting young person's attendance
  4. Carrying out the duties of the Youth Offending Team, which will include contributing to:
    - Small caseload of prevention and Out of Court Disposals assessments including reparation and restorative justice
    - Carrying out assessments of the likelihood of re-offending, risk of serious harm and the young person's vulnerability, and developing and implementing plans related to the risks identified
    - Ensuring work is regularly reviewed, monitored and recorded to provide high quality standards
  5. Working with parents of young offenders and those at risk of offending, individually, and in groups, to support them, and assist them to gain the necessary skills and confidence in parenting their child/young person, at risk of offending
  6. Encouraging reparation (directly or indirectly) to victims by young offenders
  7. To work closely with colleagues and establish and maintain relationships with other agencies to support and protect children and young people from harm, including children going missing and at risk of Child Sexual Exploitation (CSE) and those living with Domestic Abuse, Substance Misuse and poor mental health
  8. Ensuring that effective services for young offenders within the local area are maintained and developed within National Standards, and that services are provided within the framework of Effective Practice
  9. Implementing targets and objectives, agreed with the Youth Offending Team Operational Manager
  10. Perform relevant admin duties; case recording, session evaluations, progress reports
  11. Work within relevant legislative requirements including those regarding Health and Safety, Child Protection, Safeguarding, Data Protection and the Equalities Act 2010
  12. The postholder will be expected to take on additional duties and changes to the Job Description as required by the Youth Offending Team Operational Manager.
  13. Actively participate in supervision and appraisals to support personal continued professional development.
  14. Promote equality as an integral part of the role, treating everyone with fairness and dignity.

### Main Duties and Responsibilities

15. Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.

16. Adhere to the standards set out in the WBC competency framework.

### Scope (impact on/control of resources, people, money etc)

As part of the team, ensuring that services provided are cost-effective, and services are provided or accessed on the best available evidence of overall effectiveness.

As part of the team ensuring that the public is protected from harm caused by youth offending.

As part of the team ensuring that young people are safeguarded in the community and in custody.

The Youth Offending Team is part of Children and Family Services and reports to the Building Together Partnership. Effective working depends on interagency working with all other relevant agencies and partners.

West Berkshire Council are committed to safeguarding children and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be subject to Enhanced DBS checks along with other relevant employment checks.

The Council supports Equal Opportunity of employment, and positively encourages applications from people in underrepresented groups such as people with disabilities or from a minority ethnic group.

Person Specification	Essential/ Desirable	Internal Use Only
<b>Qualifications</b>		
Level 3 (or above) in English and Maths or equivalent	E	1
Willingness to complete the Youth Support Worker Apprenticeship during fixed term	E	2
<b>Experience</b>		
At least 1 years' experience of working with children, young people and families	E	1
Lived experience (of accessing professional services, YOT/Children and family service/counselling services)	D	1
<b>Knowledge and understanding</b>		
Knowledge and understanding of safeguarding and child protection	D	1
Knowledge and understanding of child development and how adolescents respond in different scenarios	D	2
Understanding of the need for confidentiality & working within a legislative framework	E	1
<b>Skills and abilities</b>		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2

Good communication and listening skills	E	3
Ability to follow instructions and complete tasks	E	4
Ability to manage own caseload	E	5
Group work skills with children, young people and families	D	1
<b>Work-related personal qualities</b>		
Non-judgmental and tolerant; focuses on customer satisfaction and delivers a quality service to the agreed standards	E	1
Reliable and punctual	E	2
Prepared to work within defined boundaries; manage pressure effectively and copes well with set backs	E	3
Interpersonal skills; works effectively with individuals, teams, clients and staff. Supporting others and showing clear personal values in line with those of the organisation	E	4
Planning and Performing; plans ahead and works in a systematic and organised way. Follows direction and procedures	D	1
<b>Other work-related requirements</b>		
Enhanced DBS check with relevant barred list/s	Yes	n/a
Is this post politically restricted?	No	n/a
Must hold a current driving license and have access to a car. The post holder will be driving across the borough undertaking interventions	E	1
May be required to work outside normal office hours, and must be prepared to work flexibly including evenings and occasionally weekends	E	2
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	3