

APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Early Help Participation Adviser

Vacancy ID: 011498

Salary: £25,481.00 - £27,041.00 Annually

Closing Date: 06/12/2020

Benefits & Grade

Grade I

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Interview Date

17/12/2020

Job Description

An exciting opportunity has arisen for a skilled worker to join Youth Direction in the Early Help NEET & Progression Team.

We are seeking to appoint a highly motivated and experienced individual to manage a caseload of vulnerable and targeted young people aged from 16 years old to 19 and up to the age of 25 for those with an EHCP.

You will provide individual support to young people to overcome barriers to learning and provide information, advice and guidance.

You will contribute to the service objectives including reducing the NEETs (Not in Education, Employment or Training) in Stockton.

You will be expected to undertake in-depth interviews, develop personal action plans and contribute to Early Help Assessments and referrals to Partner Agencies.

You will operate within Stockton's Early Help delivery model and support young people and their families towards excellent outcomes within the Early Help framework.

An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Lesley Harrison, Early Help NEET & Progression Manager, on 07384 452713.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.



Stockton-on-Tees
BOROUGH COUNCIL

JOB DESCRIPTION

Directorate:

Children's Services

Service Area:

Youth Direction

JOB TITLE: Early Help Participation Adviser

GRADE: I

REPORTING TO: Early Help NEET and Progression Manager

1. JOB SUMMARY:

- To facilitate, coordinate and contribute to Early Help Assessments (EHA) for identified young people. To manage a caseload of vulnerable & targeted young people and work collaboratively to ensure they have access to all available education, employment, training and personal development opportunities. This includes young people who are Not in Education, Employment or Training (NEET) and those identified by the Risk Of NEET Indicator (RONI) as being at risk of not making successful post-16 progress.
- To provide individual support to young people to overcome barriers to learning; to provide information, advice, Guidance and support in order to support their readiness and decision making in applying for education, employment and training opportunities; and support to attend activities which promote engagement in post-16 learning. To record all activity on the appropriate client management information systems.
- To deliver preventative support services to young people in a whole-family approach, using evidence-based interventions and multi-agency support plans to improve outcomes within the early help framework and reduce demand into children's social care and specialist or crisis services, as part of the step up and step down process.
- Develop positive, respectful and responsive relationships with young people and their families, supporting them to engage fully with and benefit from services to address their needs. Safeguard and promote the wellbeing of children and young people

2. MAIN RESPONSIBILITIES AND REQUIREMENTS

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| 1. | To provide impartial and comprehensive information, advice, Guidance and support to vulnerable young people, raising their aspirations and overcoming barriers to learning. |
| 2. | To work in partnership with young people, their parents and carers in identifying their needs and strengths and, where appropriate, develop personal action plans and take on the role of Lead Professional |
| 3. | To manage a caseload of young people and ensure this adheres to locally and nationally agreed Guidance on the support of targeted and vulnerable young people. |
| 4. | To undertake in depth interviews/needs assessment including the use of EHA and NEET Assessments and provide information and referrals to appropriate partner agencies. |
| 5. | To use the Risk Of NEET Indicator to identify young people aged 13-19, both targeting preventative work with those In Learning (pre-16 and post-16) and focussing on re-engagement activity with those who are NEET. |
| 6. | To broker access to learning, training and personal development opportunities for young people. |
| 7. | To lead, co-ordinate, contribute or facilitate multi-agency meetings aimed at effective delivery and review of the multi-agency support plan. Act as lead professional as appropriate. To attend other multi-agency forums in relation to the assessment and |

		support of families, including EHA, TACs. To identify and manage risk in accordance with agreed child protection procedures.
	8.	To use NEET Assessment tools to assess the support needs of NEET clients.
	9.	To record activity that will assist in the quality assurance process. To maintain accurate records using the CCIS and ONE client management systems and other management information systems as required. Adhere to Guidance regarding this.
	10.	Use restorative approaches to strengthen family relationships and ensure young people and their family meet their potential by safeguarding and promoting their physical health, emotional wellbeing and social development.
	11.	To contribute to the increase in the number of young people staying in learning as outlined through Raising the Participation Age.
	12.	To respond innovatively to the needs of young people, acting as advocate in their interests and promoting their participation in service delivery.
	13.	To contribute to the achievement of service objectives, including increasing the number of young people In Learning and reducing the proportion of young people aged 16-19 years who are NEET.
	14.	To provide opportunities for young people to participate actively in the design, delivery and evaluation of services.
	15.	To contribute, as requested, in the development and support of partnership initiatives benefiting local young people, working in multi-disciplinary teams as required.
	16.	To assist the Youth Direction Manager in ensuring that young people have access to a wide range of universal, preventative, targeted and intensive youth support services, ensuring the delivery of the full youth offer including places to go, things to do, Information, Advice and Guidance (IAG) and targeted support.
	17.	To identify gaps in Service provision and work with the Team Manager to improve current services or develop new services.
	18.	To work in a variety of settings as requested by the Team Manager and represent Youth Direction at relevant meetings as requested.
	19.	To deliver services in a flexible and accessible pattern and participate in evening and weekend work as required to meet the needs of the service and service users.
	20.	To undertake such training and development as may be deemed necessary to meet the duties and responsibilities of the post. Support the training and development of staff as required, including shadowing opportunities to new staff

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of I using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated

PERSON SPECIFICATION

Job Title/Grade	Early Help Participation Worker	Grade I
Directorate / Service Area	Children's Services	Youth Direction
Post Ref:	POS003526	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Educated to NVQ level 4 or equivalent in a directly relevant subject e.g. Careers Guidance, Early Help, Youth Work or the equivalent demonstrable level of knowledge gained through directly relevant work related experience. Evidence of continuing professional development 	<ul style="list-style-type: none"> Additional professional qualifications Training in areas related to vulnerable & targeted young people's needs NVQ Level 4 or 6 in Information, Advice & Guidance 	Application form
Experience	<ul style="list-style-type: none"> Delivery of support to young people who have additional support needs Delivery of information, advice and Guidance to young people and their parents/carers Developing intervention and/or action plans for individuals Successful experience of partnership working, and working within multi agency settings Work with providers of provision for special educational needs 	<ul style="list-style-type: none"> Knowledge of policy regarding LAC / Corporate Parenting arrangements Understanding of equality and diversity issues affecting young people and their community Knowledge of RPA / NEET agenda 	Application / Interview

Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills • Organisational skills • Good communication skills both written and oral • Advocacy for young people • Able to provide advice, support and guidance to young people, carers and parents in a sensitive and supportive manner • Good IT skills including the use of Word, Excel, Outlook • Motivational skills • Presentation skills 		
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Adaptable and flexible, working in a fast changing environment • Good team player • Persistent and resilient 		Application / Interview
Other requirements	<ul style="list-style-type: none"> • Ability to work flexible hours including evenings and weekends <ul style="list-style-type: none"> ▪ Full, current UK driving licence and regular use of a motor vehicle or a capacity for independent travel ▪ Enhanced DBS ▪ Knowledge and understanding of restorative approaches and practice • Knowledge of assessment processes including EHA's and LDA/EHC • Knowledge and understanding of barriers to learning • Safeguarding agenda • Knowledge of post-16 options and opportunities both specialist and mainstream, and Higher Needs Funding 		Application / Interview

Person Specification dated

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.