



Job Description

Job Title:	Youth Work Officer (Term Time 40 Weeks)		
Department:	Student Support	Job Ref:	
Scale/Grade:	Scale 4	Position Type:	Support
Responsible to:	Head of Student Support	Responsible for:	None

Main Purpose of Role:

Student engagement to maximise student attendance through identifying practical and pastoral student requirements and brokering appropriate levels of support from within and without the College

To act as a rapid response 'intervener' when Faculty based attendance and punctuality monitoring and stage one interventions have not succeeded.

The support Faculties with engagement strategies for a case load of students

To support College colleagues in designing and promoting enrichment activities that support Personal Development and draw students into being active members of the College community.

To prepare clear and concise reports and necessary and maintain appropriate records

Work with others from across the College to implement actions in support of our Parental Engagement Strategy

To assist the College in safeguarding students through joint work with partner agencies

Main Duties and Responsibilities:

1. To work directly with students from across College in response to attendance issues, taking over from Faculties in their role of 'attendance officer' as defined in the College Attendance Monitoring Policy.
2. To monitor caseloads as part of a small team and report on them effectively and in a timely manner using the appropriate reporting systems.
3. To carry out routine and timely home visits, parental/guardian liaison and where necessary wider community based visits.
4. To work collaboratively with Faculty based staff, ALS, Welfare and safeguarding Departments, CEIAG, Safety & Engagement.
5. To support community outreach initiatives designed to support recruitment in line with College targets.
6. To attend Faculty meetings/case conferences/advocacy requirements/EHCP Reviews when requested by Head of Faculty which are relevant and which can be contributed to.

7. To work proactively cross college, to systematically improve the retention, progress, achievement and general experience of students, paying particular attention to those identified as vulnerable.
8. Maintain accurate and comprehensive records of contact with the agreed case load of students for auditing purposes.
9. To work flexibly and be prepared to work evenings if required in order to service the business needs.
10. To obtain Business Use Car Insurance in order to carry out a schedule of potentially daily home visits and other community related off site visits.

General:

This job description is a summary of the key areas of responsibility. It is not a definitive list. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.

To ensure that equality and diversity is promoted and developed in all areas of responsibility.

To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect.

To enable learners to express their views 'in all matters affecting them' either directly or through appropriate representation.

To promote and provide excellent customer service internally and externally in all areas of the role.

Generic Framework - Scale 4

1. Scope

Duties and responsibilities will be governed by broad instructions or policies but will involve decision making or courses of action within a framework.

2. Work Complexity

Carry out work of an involved nature, covering several functions.

3. Accountability

Will plan and arrange own workload after broad direction. Will refer to supervision only for particular problems.

4. Supervisory Responsibilities

Will not be expected to manage other staff. Will work as part of a small team.

5. Standards

Must demonstrate at all times the highest standards of work output, striving to achieve an ideal of "right first time" and accepting responsibility for customer care.

6. Flexibility

Must demonstrate flexibility, in responding to changing demands in personal, team or department workload, contributing towards the organisation's success in achieving its objectives. Occasional 'out of hours' work will be required.

7. Attitude

Will be expected to show initiative, in seeking a resolution to unusual situations and in doing so, demonstrate a clear understanding of the effects a decision may have on the ability of the organisation to succeed in its objectives.

8. Communication

Will be expected to demonstrate high level oral and written communications which convey clearly the messages of the organisation to best effect.

9. I.T. Will be expected to use the full facilities of all information technology provided for carrying out the duties of the post.

Oldham College Commitments

All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.

All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.

All employees of the Corporation are required to undertake such professional development and skills updating as required by the Corporation and/or required by the changing demands of their role.

The post holder may be required to undertake any additional, reasonable duties in order to progress the needs of the organisation.

The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

Prepared By:	Alan Benvie	Date:	20/06/19

PERSON SPECIFICATION

POST: Youth Work Officer

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organization takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within, our developing multicultural diverse organisation.

Assessment: Items marked with an asterisk * are short listings criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u>Qualifications</u>	Evidence Required *
ESSENTIAL:	
Educated to Level 3 or above	*
Minimum of L2 (GCSE or Functional Skills) in English & Maths	*
Safeguarding training	*
Professional youth work qualification or related discipline including social work, youth and community work, community outreach, advisory body work, counselling, health worker)	*
<u>Skills, Knowledge & Experience</u>	
ESSENTIAL:	
Proven experience in providing highly successful youth engagement programmes. Highly attuned ability to build rapport with young people.	*
Proven experience to communicate effectively using a number of means to a wide range of people.	*
Ability to liaise effectively with and establish professional credibility with a wide range of stakeholders and specialist support agencies.	*
Comprehensive knowledge of the issues affecting young people, comprehensive knowledge of the statutory services available for young people	*
Proven experience of effectively working in a multi-cultural and multi faith College.	
Proven experience of promoting equality and diversity in all aspects of work and able to proactively identify opportunities to celebrate E&D across the College and in the wider community.	*

Proven experience in developing individual action plans and monitor their implementation.	*
Experience of delivering highly engaging group sessions	
Proven experience of effective time management and working without close supervision.	
Proven experience of keeping accurate records and brief notes on contacts with students, parents/guardians.	
Proven experience of accessing computer packages such as work, excel and databases.	
Ability to use a number of methods in supporting, challenges and motivating students.	
<u>Attitude & Motivation</u>	
ESSENTIAL:	
A willingness to undertake further and on-going specialist training to meet the demands of the job.	
Suitability to work in an environment where the provision of advice and/or guidance, support or contact with children, young people and/or vulnerable adults will be required.	
Personally highly resilient and driven to support young people	*

<u>Other Work Related Requirements</u>	
ESSENTIAL:	
A willingness to work flexibly with some unsociable hours e.g. evenings and/or weekends.	*
A current driving licence and access to a car for daily home visits and other offsite visits	*