

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's	Job Ref Number: 04078
Service Area: Virtual School - Leaving Care Service	Grade: G8

Job Title: Post 16 - Education Employment and Training Coordinator

PURPOSE OF JOB:

To make a positive contribution to education, employment and training outcomes for children who are looked after and our care leavers. There is currently a gap in achievement between children known to social care and all Lincolnshire children.

This role seeks to minimise and reduce that gap by:

- Providing high quality support and challenge for children in care and care leavers to ensure inclusion and engagement in education, employment and training opportunities across Lincolnshire and wider areas.
- Working in partnership with the networks of professionals, colleges, schools, social care directorates, carers and partners beyond the local authority to ensure the best outcomes for care leavers in relation to their wellbeing and EET.
- Providing an integrated approach to improving Education Employment and Training opportunities across the leaving care service across children in care teams and beyond
- Embedding new ways of thinking and working with wide ranging partners and services to improve outcomes and opportunities for Care Leavers
- Developing and maintaining strong, positive working relationships with commissioners, employers, education providers, partners and across service areas as appropriate
- Growing the breadth of work experience opportunities for CEYP
- Growing and securing strong relationships with employers to develop bespoke access to employment for CEYP
- Securing apprenticeships via the Care Leavers Apprenticeship Scheme across external organisations for the purpose of achieving their aspirations.
- Liaise and support education settings to bring together services in a united vision for CEYP

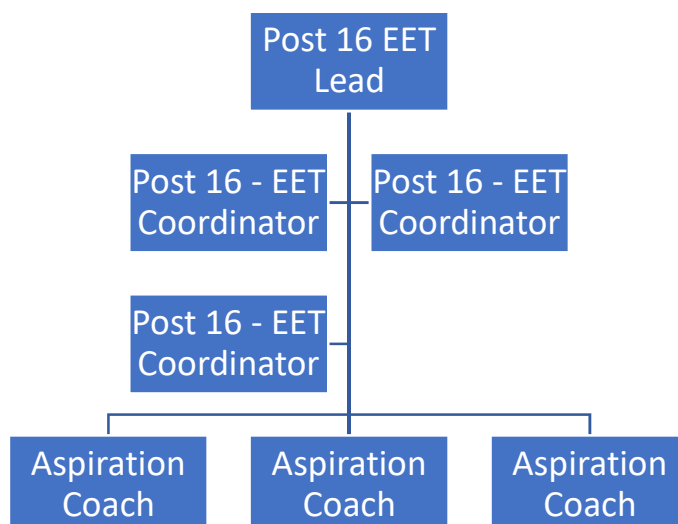
To develop and promote new ways of working with those young people at risk not being in EET and act as a point of contact and consultation to support good practice across the service and wider partners.

To work directly with team and young people to support with (not an exhaustive list) applications, CV writing, interview preparation, searches for EET opportunities and planning and maintaining access to education.

The post holder will be required to analyse children services data/information to understand themes and trends to target resources appropriately to those at greatest risk of losing EET and identifying those that require support to obtain EET.

To continuously look for synergies and efficiency savings across area of responsibility, acting as a key link for any relevant commissioned or monitored services.

TEAM STRUCTURE:



MAIN DUTIES:

1

The specific accountabilities of this role will be flexible and will change to meet the needs of the organisation as required but will include (or be equivalent in nature to) those listed below:

- Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively within the virtual school, leaving care service and work alongside partner agencies around EET and apprenticeships.
- Promote new ways of thinking and working across services with young people who are finding it difficult to access EET
- To develop programs of work and resources to equip a range of young people with the skills and experiences they need to obtain and secure long term EET options.
- Identifying and sourcing work experience, work prep placements and direct liaison with providers and services to find bespoke solutions for individual young people.
- Supporting and influencing partners and managers to make changes to deliver the benefits they anticipate, by navigating complex services and advocating for young people when at risk of losing EET.
- Liaising with practitioners, workers and education providers to ensure there is effective joint working across agencies for the benefit of young people
- Act as a key point of contact for Children's Services Staff, Virtual School and partners in order to solve problems and build effective working relationships
- Maximising the impact of resources and value for money to achieve improved outcomes for young people and the council
- Managing waiting lists and priorities effectively
- Ensure information is effectively recorded to support the evolution of new services
- Provide expert advice and guidance as appropriate for own area of expertise.
- Deliver a personal portfolio of projects and/or specific work set by the Team Manager
- Being creative and resourceful in suggesting and implementing new ways of working, being able to test these, and then proceed to full implementation.
- Demonstration of the Council's Core Abilities (at the relevant level):
 - Collaborative
 - Adaptable
 - Responsible
 - Eco Conscious
 - Supportive

2	To manage own time and deliver objectives and targets ensuring the development of professional practice and updating personal knowledge of local and national initiatives linked to area of work.
3	The post holder will be expected to work flexibly outside of office hours which at times may include evenings to support young people after work or education. Travel between localities may be necessary as workload dictates. A current driving licence and the ability to travel across the county is required.
4	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators to track our performance and practice.
5	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets. Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to challenges and the needs of our young people.
6	Deliver excellent service to our young people, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. Create a positive image of the County Council as an employee.
7	Within the case management model contribute to the development of other team members through co- working, mentoring and observation to achieve excellence and support EET as a priority in the leaving care service.
8	Through performance monitoring and quarterly reviews, continue to ensure that the EET strategy meets the needs of the young people in Lincolnshire, as well as other key partners. Recommend and implement changes to practice at an operational level.
9	Work with all delivery partners through training and networks to create a culture where all agencies give strong and consistent messages that • parents/carers are valued partners • we and the wider partners can be the most important influence on our child's future • Every partner and young person will need support at some point in their life and that good corporate parenting is key to promoting better outcomes of children and young people.
10	To work at pace and highly creatively with partners and young people to find solutions, while working within the policies, procedures of Children's Services and regulatory standards. This will demand highly developed facilitation, negotiation and influencing skills.
11	To develop a communication strategy to ensure all staff and partner agencies are aware of updates, and improved knowledge in practice around EET. To participate in awareness raising events to promote the work of the team and raise public, young people and stakeholder confidence.
12	The ability to encourage, motivate and at times challenge attitudes and behaviours displayed by young people and their parents/carers. To support young people through potentially life changing experiences.
13	the post holder will need to be able to have sufficiently detailed knowledge and be able to use knowledge and skills to have autonomy over the way that their day-to-day job is carried out.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
QUALIFICATION/EXPERIENCE			
Three years practice experience in a Children's Service, Early Help, Careers guidance and advice, education, leaving care or other related fields.	*A	*	
Educated NVQ 3 level or equivalent, and possesses extensive relevant children's services experience	*A	*	
Experience of working with commissioned services and contract providers.	*A		*
SKILLS			
An ability to build and sustain relationships with children, young people and families as well as key stakeholders and colleagues.	I	*	
Confidence in communicating with young people and adaptable interpersonal skills, patience and understanding compatible with the needs of all young people in order that the young people and their network receive the right support, from the right person at the right time.	*A/I	*	
Ability to advocate, negotiate and challenge on behalf of young people and their network in a variety of settings including Court, multi-agency meetings and with other Services/agencies.	I	*	
Experience of leading and supporting staff and partners organisations.	A/I		*
In undertaking assessments and interventions, all staff are expected to draw on an in-depth level of knowledge, experience and skills to ensure key judgements are made and responsibility taken for the safety of children, young people and the public.	I	*	
A good knowledge of the risks and vulnerabilities applicable to children and care leavers.	*A/I	*	
Able to work as part of a team and provide coaching and mentoring within a professional development role.	*A/I	*	
Experience of working with systems for referral, identification of need and assessment etc.	*A/I	*	

Knowledge/understanding of aims and objectives of one or more of the following areas: careers education and guidance, personal, social and health development, drugs education, citizenship, work related learning, and relevant legislation and policy	*A/I	*	
Ability to analyse, interpret and identify needs of children and young people and have the ability to work with them and other colleagues to devise a plan of action to meet these needs	*A/I	*	
Demonstrably high level organisational skills and the ability to prioritise high demands.	I	*	
Ability to communicate at a high level orally and in the written form including report production and presentation skills in formal settings.	*A/I	*	
Ability to demonstrate a creative and reflective approach to the design and delivery of engagement activities and interventions both in groups and one-to-one situations	*A/I		*
Understanding of ethical issues surrounding work with children, young people and families (e.g. boundaries of confidentiality, child protection, equal opportunities.)	I	*	
Committed to the provision of a service based on equality of opportunity, inclusion, partnership and co-operation	I	*	
Able to reflect on own practice and with a positive approach to own professional development	I	*	
The specific knowledge, skills and abilities required will vary depending on the needs of the role. Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty.	*A/I		*
Current driving license.	*A	*	
Training and experience in using Signs of Safety methodology	I		*

*A = Application form

T = Test/Assessment

I = Interview

P = Presentation

GENERAL

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the [Lincolnshire County Council Core Values and Behaviours](#) and to carry out the duties in accordance with Lincolnshire County Council policies.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties 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.

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 Lincolnshire County Council 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 Details:	
Job Title	Education Training and Employment Co-ordinator (post 16)
Identifier	04073
Director Area	Children's Services
Service Area	Safeguarding
Section	Leaving Care Service
Score	474
Grade	Grade 8

Factor Levels:	
Supervision/Management Of People	1
Dispersal Awarded	No
Creativity & Innovation	5
Contacts & Relationships	5
Decisions - Discretion	3
Decisions - Consequences	2
Resources	1
Work Demands	3
Physical Demands	1
Working Conditions	1
Work Context	3
Knowledge & Skill	4