

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services

Job Ref Number: 03598

Service Area: Virtual School

Grade: 6

Job Title: Post 16 Aspiration Coach

PURPOSE OF JOB:

To ensure by effective monitoring and coordination that care experienced young people who may have an Education, Health and Care (EHC) plan, have access to meaningful careers input and work experience to support transition and pathways into sustained employment opportunities.

To work with schools, post 16 education and training settings and employers, supporting the introduction and development of routes to employability for Children in Care and Care leavers

To ensure improved employment outcomes for young people, that are measurable and demonstrate impact, enable them to be best prepared to achieve and reach their aspirations.

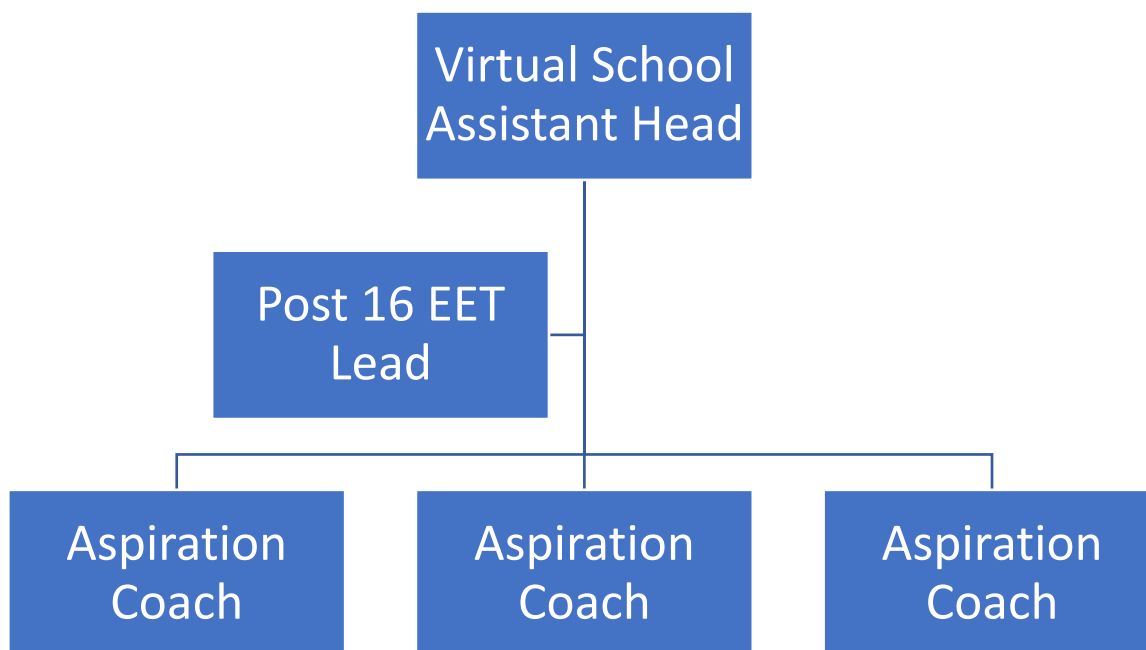
To work with schools, post 16 education and training settings and employers, supporting the implementation and development of a Supported Employment model and the growth of routes to employability for care experienced young people who may have special educational needs and disabilities including Supported Internships and apprenticeships.

To manage a caseload of targeted care experienced young people across a variety of mainstream, specialist and Further Education settings

To work closely with young people, parent/carers, SEND, Leaving Care Service, Careers and Enterprise Teams and other key stakeholders to engage care experienced young people into training and employment.

Build networks and develop a key employment role in the community. This will be in accordance with policies, procedures and guidelines of Lincolnshire County Council, British Association for Supported Employment (BASE), Ofsted, SEND legislation and taking into account local and national policy and initiatives.

Work as part of a multi-agency approach to monitor and safeguard vulnerable care experienced young people and to appropriately share confidential information and any such information which poses increased risk to the young person and/or the local authority.

STRUCTURE CHART:**MAIN DUTIES:**

1	To work closely with schools, post 16 education and training settings and employers to fulfil the council's commitment to prepare and create routes into employment for care experienced young people. Ensure that young people have access to careers input, work experience and employment opportunities. Support young people, post 16 settings and employers with these opportunities and liaise closely with Social Care and Lincolnshire Leaving Care Service to ensure the needs of the individual, setting and employer are met.
2	To work in education settings completing work preparation training including the implementation of vocational profiling for care experienced young people.
3	To support care experienced young people with job coaching when out on work placements, liaising with employers, education and training settings, Social Care and Lincolnshire Leaving Care colleagues.
4	Liaise with Virtual School Education Progress Coordinators and Leaving Care Personal Assistants to update on individual case progress for PEP and education focussed meetings and Pathway Plans. Attendance at education, employment and training focussed meetings where appropriate.
5	Attend and contribute to Virtual School, Children in Care Team and Lincolnshire Leaving Care Service meetings (when required)
6	Organise, attend and chair work placement review meetings to ensure individuals gain access to specialist assistance as required and to ensure a co-ordinated approach; and provide relevant employment advice.
7	To develop a sound knowledge of in-work benefits, liaising with professionals such as local councils regarding housing benefit queries and all benefit departments of Job Centres.
8	Provide suitable employment assistance and a knowledge-based resource for individuals, LCC staff and external partners through a sound knowledge of other employment incentives. Delivering appropriate advice to young people, parents/carers and other relevant parties
9	To support the individual with any work preparation training. Including tailoring the training to the individual, to enable them a smooth transition to work.
10	To manage own time and deliver objectives and targets ensuring the development of professional practice, and updating personal knowledge of local and national initiatives.

11	To build and maintain trust with individuals to develop partnerships which include young people, their families, carers and relevant organisations to ensure a Person-Centered Planning approach is used at all times.
12	To work in partnership with other agencies to provide suitable employment assistance and support young people with work preparation to enable a smooth and supported transition to work or to more appropriate services where employment is not a realistic option.
13	To identify and pursue appropriate and relevant job opportunities with and for individuals ensuring client participation and understanding at all times. This includes marketing to employers, cold calling and offering Disability Awareness information to potential and current employers.
14	Preparing reports and briefings to raise the profile of education, employment and training opportunities for care experienced young people and the impact of support.
15	Represent the Virtual School and act as an ambassador for increased employment opportunities and pathways for care experienced young people at internal and external meetings, including conferences, open days and workshops.
16	Complete risk assessments for Independent Travel, work placements and other situations/circumstances as necessary.
17	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards.
18	Signpost individuals to more appropriate services where employment is not a realistic option.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
NVQ level 3 Education/Health/Social Care/ Employment related/ Careers Advice and Guidance	Application	✓	
British Association for Supported Employment (BASE) Training in Systematic Instruction (TSI)/BASE Supported Employment techniques training.	Application		✓
An appropriate experience of working with young people with social, emotional and mental health needs and trauma aware/informed practice. Experience to include proven levels of multi-agency working relating to young people.	Application/Interview	✓	
To identify and pursue appropriate and relevant job opportunities with and for individuals ensuring client participation and understanding at all times. This includes marketing and networking with employers, cold calling and offering Disability Awareness information to potential and current employers.	Application/Interview	✓	
Well-developed IT skills with the ability and knowledge to use Microsoft Office including spreadsheets effectively	Application/Interview	✓	
A high level of organisational skills and the ability to prioritise demand.	Application/Interview	✓	
Ability to effectively chair and manage meetings	Application/Interview		✓
Ability to communicate effectively by phone, email and in person with children/young people, parents/ carers and a wide range of colleagues from within and beyond Lincolnshire County Council.	Application/Interview	✓	
Ability to establish and sustain working relationships with key staff in Children's services, schools/ colleges, training providers, employers and agencies	Application/Interview	✓	
Knowledge of LCC's policy, procedure and provisions	Application		✓
Clear understanding of Lincolnshire County Council safeguarding policies and procedures	Application/Interview		✓
Knowledge of Disability Discrimination Act and of the barriers facing people	Application/Interview		✓

from disadvantaged groups in the workplace.			
The post holder will be required to travel around the county.	Application	✓	

*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.