



JOB DESCRIPTION

Job Title: Education Support Worker

Salary Range: SCP 18-22

Hours: Available part-time (18.5), fixed term 1 year

Responsible to: ESS Team Leader

Vision

Inspiring youth services that young people want to be part of

Mission

Supporting young people to enjoy today, prepare for tomorrow and become the people they want to be

Context

Youth Connect South West was launched as a Public Service Mutual, limited company and registered charity in the South West of England in November 2019.

Education Support Packages are part of the Alternative Education offer at YCSW. They are available for young people aged 12 – 16 who cannot access a mainstream school/college course, often because their mental health is preventing them from doing so. In most instances young people will have an active Education Health and Care Plan (EHCP).

Education Support Packages are bespoke packages of support tailored around the needs of the young person with the aim of increasing engagement and achievement. The packages can run alongside an education placement or can be used when a young person needs additional help during a transition between placements.

Purpose of Job

You will hold a small caseload of young people with Special Educational Needs and Disabilities (SEND) and offer one to one support to enable them to access positive activities. A Standard Education Support Package offers 6 hours a week 1 to 1 support. The primary purpose of the role is to help young people re-engage with education. You should work alongside the young person to identify and develop an action plan, and this should inform the work undertaken.

The Education Support Service provides a flexible approach to learning and activities. Packages are designed to meet wider learning goals and help the young person develop life skills. You will identify positive activities and support the young person to access these to build confidence and improve their wellbeing. Activities can be delivered at Southside or Radstock Youth Hub or in the community. Sessions will generally be delivered 1:1 although there is scope to develop small group work opportunities, examples of 1:1 sessions you may deliver include art & craft, cookery, community visits, sporting activities or supporting the young person to complete ASDAN/AQA short courses. You will be part of a wider team of professionals supporting the students, this will include but is not limited to school/college staff, Listening Support Worker, Team Leader, and the Programme Manager. You will liaise with other professionals and co-ordinate the young person's weekly timetable. You will need to attend multi-agency meetings and you will be the first point of contact for the young person and their parents/carers.

Youth Connect South West Accountabilities and Responsibilities

1. Positively engage with young people, support, and assist them to access opportunities. This will involve, researching, creating, and leading activities.
2. Work directly with young people to identify their strengths, needs and aspirations. Develop an action plan that will support improved outcomes, taking into full account of their EHCP.
3. Support young people to attend and participate in positive activities and training offered by other providers, provide practical support to attend events and appointments.
4. Working with a person-centred approach, ensure the voice and aspirations of the young person are paramount in all the work undertaken and that this is reflected in any planning and recording.

5. Participate in the annual review process attending any meeting and completing the required paperwork in advance. You will support the young person to complete their contributions and express their views.
6. Support young people to re-engage with learning, ensuring an effective transition to the next steps and make applications when necessary.
7. To ensure the effective and efficient implementation of YCSW agreed policies and procedures.
8. To ensure that young people and vulnerable adults are safe and to follow agreed procedures where it is necessary to make safeguarding arrangements or child protection referrals.
9. To ensure that equal opportunity and health and safety issues are identified and addressed effectively in line with appropriate policies and protocols.
10. To maintain accurate records of work undertaken with young people in line with data protection, information sharing and confidentiality protocols and principles.
11. To contribute to project planning, take part in team meetings and communicate with stakeholders and partners.
12. Attend and contribute to a range of multi-agency meeting as required. To support young people to participate in these meetings.
13. Maintain accurate records of work undertaken with young people in line with data protection, information sharing and confidentiality protocols and principles.
14. Contribute to the YCSW Vision, Mission and Values.

Relationships

The post holder is expected to develop and maintain positive relationships with individuals and organisations to ensure that Youth Connect South West can collaborate with others to deliver effective and good quality work with young people. In particular, the post holder will need to have positive relationships with the following:

- **Internal** – colleagues, managers, young people
- **External** – other communities, voluntary sector, Colleges, and other education providers.

Essential Qualifications and Experience

GCSE Maths and English at Grade 4/C or above, or equivalent.

and

- Level 3 Information, Advice and Guidance qualification

OR

- Level 3 Youth Work qualification as recognised by the JNC Report for Youth and Community Workers

OR

- Another relevant Level 3 or above qualification with:
 - Relevant experience of direct work with young people with SEND, learning difficulties, disabilities, and complex needs.
 - Up-to-date safeguarding training and experience of addressing safeguarding concerns in line with agreed procedures and protocols.

Working environment

- The team will be based at the Southside Youth Hub. Home working may be required, and it will also be necessary to find ways of working effectively with young people on your caseload, this may be at their home, YCSW buildings or other community settings.
- It is essential that the post-holder can travel independently within Bath and North East Somerset and throughout the South West. A clean driving license and own transport is desirable.

General expectations

- YCSW is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff to share this commitment and duty. It is an essential requirement that staff are aware of the safeguarding procedures for sharing information about the welfare of any person for whom they have safeguarding concerns.

- It is a YCSW requirement that applicants for this post obtain a satisfactory DBS certificate. Staff also have a duty to ensure they attend training to enable them to recognise the indicators for concerning behaviour and receive safeguarding supervision as appropriate.
- The post holder will need the personal resources to work within a demanding environment and to support staff to do likewise.
- All staff are expected to show a commitment to their own professional development.

EMPLOYEE SPECIFICATION

Job Title: Education Support Worker

Essential	Desirable
<p>Qualifications and training</p> <p>GCSE Maths and English at Grade 4/C or above or equivalent</p> <p><i>and</i></p> <ul style="list-style-type: none"> • Level 3 Information, Advice and Guidance qualification <p>OR</p> <ul style="list-style-type: none"> • Level 3 Youth Work qualification as recognised by the JNC Report for Youth and Community Workers <p>OR</p> <ul style="list-style-type: none"> • Teaching qualification at level 3 or above <p>OR</p> <ul style="list-style-type: none"> • Educated to Level 3 with relevant experience of supporting young people with young people with SEND, learning difficulties, disabilities, and complex needs. <p>Safeguarding training and experience of addressing safeguarding concerns in line with agreed procedures and protocols.</p>	<p>Qualifications and training</p> <ul style="list-style-type: none"> • THRIVE training • Mental Health First Aid • ELSA training

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Experience of supporting young people with SEND to enable their access into, and participation in, suitable education, training, and employment. • Experience of working with young people to promote independent living skills and always prepare them for a sustainable adulthood using a person-centred approach. • Experience of forming positive, supportive professional relationships with young people. • Experience of working effectively with young people from a diverse range of backgrounds and abilities. • Experience of enabling the voices of young people to be heard as part of their planning and ensuring they influence service delivery. • Experience of assessing young people’s needs and preparing plans and formal reports. • Effectively responding to safeguarding issues including following child protection policies and procedures. • Experience of working effectively in multi-agency teams. • Experience of keeping accurate and up-to-date records according to data protection, information sharing and confidentiality protocols. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of working with young people with autism and social, emotional, and mental health needs. • Experience of supporting young people with Education, Health, and Care Plans (EHCP), at Annual Reviews and other multi-agency meetings • Experience of preparing for adulthood pathways and other services that support young people

Essential	Desirable
<p>Knowledge</p> <ul style="list-style-type: none"> • Understanding the impact of social and economic disadvantage on young people, especially for those with SEND. • Competent knowledge of safeguarding legislation and Working Together to Safeguard Children 2017 procedures. • Understanding the impact of discrimination and how to address this. • Knowledge of health and safety legislation and procedures. • Understanding of qualification frameworks, training, and education systems. • Understanding of the Preparing for Adulthood agenda and developing young people’s resilience. • Understanding of strategies and methods of assessing young people and developing SMART action plans. 	<p>Knowledge</p> <ul style="list-style-type: none"> • Understanding of SEND legislation, the Code of Practice 2015 and the related processes and procedures. • Knowledge of the legislation supporting Education Health and Care Plans (EHCP), Annual Reviews. • Knowledge of processes and procedures relating to education settings, training providers and employment practice.
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Effective communication skills both orally and in writing. • Good team working skills. • Reliable and consistent approach to working with young people. • Active listener who is curious. • Ability to work to agreed objectives and to plan time and workload according to priorities. 	

Youth Connect South West's Values

- Keeping young people safe – working in the best interests of young people and putting them at the centre of everything we do.
- Collaboration – working with families, communities, and other stakeholders to make things better for young people.
- Meeting expectations – going “the extra mile” to support young people.
- Inclusion – being there for all of those who need us.
- Determination and creativity – modelling the importance of trying new things, continually learning, and never giving up.