

## Job Description

<b>DIRECTORATE:</b>	Education and Family Support
<b>DEPARTMENT:</b>	Family Support
<b>POST:</b>	Lead Worker
<b>GRADE OF POST:</b>	JNC Grades 9 - 12
<b>RESPONSIBLE TO:</b>	Locality Manager

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### JOB PURPOSE:

To provide the continuation of enhanced support and guidance to young people identified as at risk of becoming disengaged from their chosen further educational or training pathway.

Working across a variety of different educational and training settings, the Inspire Lead Worker role will comprise of coaching, mentoring, group work delivery and the brokerage of targeted interventions appropriate to support with the re-engagement of young people back into education, employment or training.

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### PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Become a named individual for a caseload of young people identified through early identification tools and input from school based support staff, as potential NEETs. Maintaining, updating and evaluating appropriate records and prepare reports as required.
- Undertake a holistic assessment to identify barriers to engagement facing the young person. This will include the family context through the Joint Assessment Family Framework (JAFF) assessment process.
- Proactively engage and maintain strong relationships with young people, and their families. Acting as an advocate, when appropriate, to identify goals, aspirations and strengths and help individuals to make informed decisions relating to their needs/situation.
- Coordinate support from a range of other support services. Provide feedback on the progress of the young people to the Senior Post-16 Lead Worker to enable an assessment of whether support is having the desired impact.
- Manage key transition points in the young person's further education and/or training. Ensuring that if a young person needs to be 'handed on' to another Lead

Worker or professional that this is managed with the best interests of the young person at the forefront.

- Plan and facilitate activities designed not only to re-engage and motivate unfocussed young people, but also to address identified needs in individuals, and groups of young people.
- Demonstrate awareness of current legislation/developments on local and national youth work initiatives and policies, including safeguarding, child protection, confidentiality and data protection.

## **GENERAL DUTIES**

### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

### **Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **Criminal Records Check (Where Applicable)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

## Person Specification

### Lead Worker

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>Educated to QCF (NVQ) Level 3 in Youth Work, Education or Social Care or an ability to demonstrate competence through experience.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>Extensive experience of working with young people who are at risk, or have disengaged from education, training or employment.</li> <li>Experience of working with other local agencies and projects both Statutory and Third Sector.</li> <li>Experience of supporting young people and their families to understand and address barriers to engagement in education, training and employment.</li> <li>Good working knowledge of key policies such as Youth Engagement and Progression Framework and Careers Five Tier Model of Engagement and the Youth Guarantee.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>An understanding of the issues facing young people which may serve as barriers to engagement in education, training or employment.</li> </ul>	Yes	Interview, application form, and selection process.

	<ul style="list-style-type: none"> <li>• You will be expected to have a motor vehicle available for use on official journeys. Your mileage expenses will be reimbursed based on the locally agreed rate.</li> <li>• Ability to empower and build trust / relationships with young people.</li> <li>• Advocacy skills (on behalf of young person)</li> <li>• Ability to work positively and non-judgemental with young people and their families, to reinforce self-worth, aspiration and achievement.</li> <li>• Effective planner and organiser.</li> <li>• Well motivated and innovative</li> <li>• Well motivated and innovative</li> <li>• Dependable and flexible to the needs of the young person or family.</li> <li>• Available for evening and weekend work in a variety of different settings e.g. in schools, youth centres, family homes, local communities.</li> <li>• Good written and verbal communication.</li> <li>• Computer literate.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	
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# Bridgend County Borough Council

## Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

[www.bridgend.gov.uk](http://www.bridgend.gov.uk)



	<ul style="list-style-type: none"><li>• Can work on own initiative.</li><li>• The ability to communicate through the medium of Welsh.</li></ul>	Yes	
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