

**Job Description **

**Raising Ambitions Youth Worker**

**(Higher Degree Apprenticeship in Youth Work) Permanent\***

**Reports to:** Schools Liaison and Admissions Manager

**Responsible to:** Assistant Principal

**Pay Scale:** SFCA Support Staff Terms and Conditions (Pay spine points 3-6)\*

Starting salary £20,173 (point 3)

**Hours of Work:** 37 hours per week, full time, full year, 8.30 – 4.00 Monday and 8.30 – 4.30 Tuesday to Friday, with half an hour for unpaid lunch. Lunch to be taken outside of student lunchtime or breaktime.

\*This post is subject to securing a place on the Youth Worker Higher Degree apprenticeship for September 2023 and pay increments are subject to passing each year of the course. Flexible start date for the right candidate. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Key purpose of role:**

This training position leading to a permanent role offers the opportunity for studying a degree apprenticeship in Youth Work and the opportunity for the post holder to work alongside the Right to Succeed Charity to raise ambitions in Central Great Yarmouth. The post holder will work as part of the Admissions and Pastoral Teams at East Norfolk seeking to raise the aspirations of young people living in Central Great Yarmouth. At the end of the degree apprenticeship (expected to be 3 years from September 2023) the post holder will have a permanent role at the College. Successful completion of the degree will lead to a Youth Worker Degree and Youth Work Association Accreditation.

The post holder will assist the Schools Liaison Team to gain insight into the barriers (and how they can be removed or reduced) for young people living in Central Great Yarmouth to accessing study and higher levels of study.

This post offers a degree apprenticeship programme of study each week through blended learning which is a combination of online distance learning and in person teaching and learning which takes place at college or at University over 3 years, with time given for study and the opportunity to gain youth work accreditation for the future.

**Main Responsibilities:**

**A. Raising ambitions**

* Seek to increase the interest and participation of young people living in and around Central Great Yarmouth by acting as one of the key contacts to encourage young people to engage with education during school years 9-11 (aged 14-16) supporting the College’s Admissions Team
* Support the School Liaison Team to develop and plan creative workshops, ideas and alternative solutions to help young people explore art, drama and areas of education that will help them to gain special interest for example through sports, dance or other creative activities.
* Support the Schools Liaison Team to use in-house college resources to encourage students to consider progression to college or to alternative destinations such on to the FE College or into apprenticeships or employment with training.
* Support the Student Union to develop a Student Mentor Role Model programme to encourage students living in Central Great Yarmouth to provide support for younger members of their community.
* Support the Student Union to gain focus group feedback online and in person to reduce barriers that prevent young people living in Central Great Yarmouth from fully accessing their education.
* Accurately record all interactions and workshop attendance with young people.
* Supervise students when developing and supporting workshop delivery
* Attend relevant courses for the support of students, providing advice to students/ parents/ carers /staff as appropriate.

**B. Youth Work**

* Organise, with direction and support, student-led activities to encourage students to actively participate in wider college life for example clubs and societies or campaigns.
* Provide one to one and small group mentoring support for targeted groups of students to build relationships within the student body and with the wider community.
* Work in partnership with students to develop new services for students, making recommendations to the Assistant Principal (Students) for new initiatives and improvements to student support.
* Outside of term-time, being part of the Holiday Activity Team and supporting a wide range of activities with children aged 5-16 in college for the benefit of the local community.

**C. Welfare and Safeguarding support for students**

* Provide welfare support to students in distress/suffering from illness or injury and provide them with guidance either in-house through their Progress Tutors, or work with the First Aid Lead and Welfare Coordinator for external referrals as necessary.
* Providing welfare support to students in emotional distress including initial triage meetings for referrals to counselling or other mental health services.
* Supporting the signing out process for students leaving the site each day due to illness or generally feeling unwell and contributing to meetings about young people including monitoring trends and making recommendations for ways to improve attendance.
* Making safeguarding referrals as a Designated Safeguarding Lead and a member of the College Safeguarding Team and Safeguarding Committee.

**D. WIDER COLLEGE RESPONSIBILITIES**

The postholder will work to secure the successful development of the College by:

* Attending all scheduled briefings, staff meetings, curriculum team meetings, and other working groups/committees.
* Ensuring that during working days (or pro-rata equivalent), college work, as defined in individual job descriptions, has priority over other work and out of college responsibilities.
* Upholding the College’s obligations outlined in the College Contract.
* Contributing to Open Day and other publicised events and activities designed to promote the College as a whole and the individual opportunities it offers as required.
* Understanding and complying with the Support Staff Professional Standards and keeping up to date with changes in legislation and guidance.

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***All employees have a duty for safeguarding and promoting the welfare of children and young persons and must have due regard to the need to prevent people from being drawn into terrorism. Staff must be aware of the College’s procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they attend the appropriate level of safeguarding children training identified by the College as relevant to their role.***

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**The post holder will also:**

* Participate in the College’s Appraisal Scheme as required and attend training and development as appropriate to the role.
* Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
* Set a positive ethos, demonstrate day to day positive behaviours and commitment to the College’s Core values of Excellence, Care, Diversity and Integrity.
* The post holder will be required to carry out such reasonable additional duties as may from time to time be determined by the Assistant Principal.
* This job specification is subject to annual review by the Assistant Principal. Any changes in substance or interpretation will be implemented after consultation with the post holder.

**Health and Safety Responsibilities of all staff:**

* Under the Health and Safety at Work etc. Act 1974 it is the responsibility of all individual employees to take care of their own health and safety at work, and that of others who may be affected by their acts or omissions at work. This includes co-operating with management in complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.
* Report any incidents, accidents and near misses to line manager/ First Aid Lead and Welfare Coordinator, in accordance with EN Policy.
* Ensure that personal protective equipment (PPE) provided for their safety is maintained and used appropriately and that any problems are reported immediately to their line manager.
* Report any health concerns to line manager, First Aid Lead and Welfare Coordinator, or HR Team which may be work related or which may affect their ability to do their job safely.
* Attend all statutory and essential H&S training as designated by the First Aid Lead and Welfare Coordinator and line manager.
* Comply with College and departmental H&S procedures relevant to their particular area and systems of work including emergency procedures.

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*This job description complements the Conditions of Service Teaching Staff Handbook agreed nationally by the Joint Associations and the SFCA (Sixth Form Colleges’ Employers’ Association) or any document which is adopted by the College to replace it. Copies of this Handbook are available on SharePoint/Policies & Procedures/ HR.­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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| **Signed (postholder)** |  |
| **Date** |  |

**PERSON SPECIFICATION: Raising Ambitions Youth Worker (Higher Degree Apprenticeship)**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **Assessed**  **From:** |
| **QUALIFICATIONS,**  **TRAINING AND**  **DEVELOPMENT** | Study to Level 3 and requirement to meet the entry requirements for the Youth Worker Degree Apprenticeship programme  GCSE Maths & English at grade 4 or above (or equivalent Level 2 qualifications) |  | Application  Certificates |
| **KNOWLEDGE/**  **UNDERSTANDING** | Understanding of the requirements of Safeguarding, Equality and Diversity, Inclusion, Learning Support, Health & Safety  Understanding and commitment to supporting the College to meet its targets for success  Understanding of professional boundaries | Understanding of, or willingness to develop understanding of SEND  Understanding of person-centred working with learners  Understanding target setting and reviewing performance e.g. Individual Learning Plans | Application Interview  References  Assessment Tasks |
| **EXPERIENCE** | Experience of working in partnership with others e.g. teachers, family, carers,professionals and other agencies | Recent experience of working with young people | Application  Interview  References |
| **SKILLS/**  **ABILITIES** | Confident communicator with excellent verbal and written communication skills -  able to communicate effectively with staff, students and parents  Good motivational, organisational and planning skills  Able to create a happy, challenging and effective learning environment  Able to act appropriately on own initiative as well as take direction |  | Application  Interview  Assessment Tasks |
| **ATTRIBUTES** | Flexibility, approachability, empathy  High expectations of students in terms of behaviour, achievement and team player who enjoys effective collaboration with colleagues  Able to remain calm and effective under pressure  Willing to play a part in the wider life of the College community |  | Interview  References |