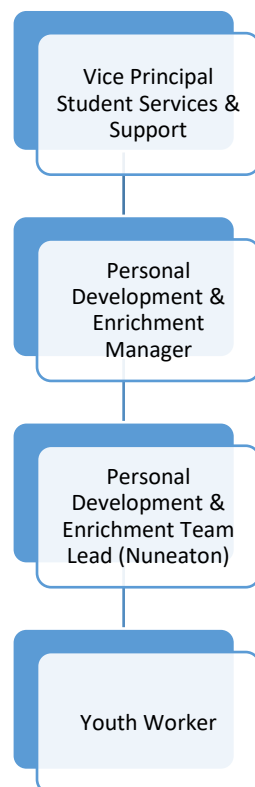


Post Title:	Youth Worker
Team:	Personal Development & Enrichment
Line Manager:	Personal Development & Enrichment Team Lead
Grade:	Grade E - £18,215 -£19,072
Hours per week:	30 hours, 38 weeks
Location	Nuneaton
Job reference:	REQ0000832

Job Purpose

To develop and deliver a range of activities and services for all students to access across the week. This will involve creating Enrichment timetables of sessions that learners can undertake during gaps in their college day to enrich their college experience, as well as awareness events that fall in line with the college calendar e.g. Black History Month. To work in partnership with curriculum teams to improve the retention and achievement of students at risk of not achieving. To support staff in challenging and managing inappropriate behaviour.

Organisation Structure



Main Duties and Responsibilities

1. To ensure there is a positive and friendly community spirit amongst the students by helping to create a safe, welcoming and healthy environment.
2. To develop and deliver a range of activities and services suitable for all students.
3. Drive forward the continuous development of qualitative student experience provision including student engagement and inclusion.
4. Contribute towards driving student attendance to ensure positive engagement in all aspects of their college programme.
5. To keep up to date registers for all activities and add details to the college's database (Navigate & The Box) on a regular basis.
6. Manage and be accountable for student and member behaviour in the area.
7. To support college staff with incidents relating to student behaviour including the disciplinary process.
8. Ensure the area is operating within set budgets.
9. To support and deliver the Sexual Health Service.
10. Support and promote equality, diversity and inclusion, safeguarding and health and safety
11. Undertake industrial and professional development equivalent to 30 hours CPD (pro rata) each academic year
12. To actively promote the services of the team and its availability to students and staff.
13. Support the college safeguarding policies and procedures by maintaining up to date with safeguarding training and supporting the team to safeguard all students at the college
14. To work co-operatively with colleagues within the Directorate and cross college to support Open Days, external events etc.
15. To carry out other duties as required and as may be reasonably be expected as commensurate with the grade of the post.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Generic for level

As a Youth Worker, it is essential that the post holder acts as an excellent role model in accordance with corporate values and in line with the Staff Code of Conduct. Whilst not an exhaustive list it is anticipated that this will be achieved by ensuring:

- Actively involved in the collaborative approach to cross college working
- Engaging actively in the performance review process and ongoing personal development as agreed at appraisal
- Addressing and delivering the appraisal targets set by the line manager
- Taking a proactive approach to Safeguarding requirements and ensuring that there is total compliance with its requirements to safeguard and protect the welfare of staff and students
- Leading by example in playing an active and full part in the life of the college community, to support and promote its distinctive aim and ethos and to encourage staff and students to follow this example
- Actively involved, promoting and developing the College's corporate policies

- Taking responsibility for the Health and Safety and undertaking risk assessments as appropriate
- Promoting and practising Equality of Opportunity and challenging to prevent prejudice

To undertake any other duties within the spirit of the job description and commensurate with the grading of the post.

Key Contacts

Internally:

- Students aged 16 -18
- Students 19+
- Curriculum Leaders
- Curriculum Teams
- Personal Development Coaches
- Student Support Teams
- Finance Team
- Marketing Team

Externally:

- Parents/Carers/Guardians
- External Stakeholders

NWSLC Way

This role requires you to be an ambassador for the College, following the “NWSLC Way” framework by promoting and adhering to the College values and behaviours. The ‘NWSLC Way’ is to help each other to take pride in what we do and work together to realise our full potential, to nurture an environment of trust, to inspire colleagues to improve and develop, aspire to always deliver a high-quality service and to create an environment of continuous improvement.

The College Values underpin our work and are NWSLC – Nurturing, Work ready, Sustainable, Leading and Collaborative.

Safeguarding and Promoting the Welfare of Children

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College’s policies which safeguard and promote the welfare of children and adhere to their guidelines. An Enhanced DBS check will be required for all roles at the college.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.	
Signature:	Date:

Person Specification

Requirements	Essential (E) or Desirable (D) Requirements	Measured By: a) Application form b) Selection Process
Hold a Youth Community qualification at L2 or similar or willing to achieve	E	A&B
Literacy and Numeracy qualifications to Level 2 or willing to achieve	E	A&B
Hold a current First Aid certificate or willing to undertake training.	D	A&B
Hold a current driving licence and have use of a car for work purposes (business insurance will be required)	D	A&B
Experience, knowledge, skills & Behaviour		
Recent experience within working in an educational establishment	E	A&B
Recent experience of working with disengaged and challenging young people.	D	A&B
An ability to relate effectively to people of all ages and backgrounds and have excellent oral and written communication and interpersonal skills.	E	B
The ability to work supportively as a member of a team and to work co-operatively with students, staff and external agencies.	E	B
Evidence of professional conduct (in accordance with corporate and professional body values & behaviours)	E	B
Confidence with using Microsoft packages and IT systems	E	B
Ability to write and verbally communicate clearly, concisely and accurately	E	B
Good problem solving and decision-making skills	E	B
A commitment to E&D, and recognition of how this post can support the safeguarding of young people	E	A & B
An understanding of 'safeguarding' and 'Prevent' its importance within the college	E	A
An understanding of Equal Opportunities and its importance at the college.	E	A
Personal Qualities		
Demonstrate an innovative and flexible approach to working	E	B
Excellent organisation and time management skills with the ability to prioritise and to meet deadlines	E	B
Ability to work well as part of a team and to motivate others	E	B

Where the post holder cannot demonstrate desirable criteria at the point of appointment, it is expected that there will be a willingness to agree a timeframe and work towards achievement of each desirable criteria.