



**JOB DESCRIPTION (JD)
AND EMPLOYEE
SPECIFICATION (ES)**
Standard Template

JOB TITLE:	Youth Justice Apprentice		
GRADE:	Apprentice grade	SERVICE AREA:	Children's Services- Youth Justice Service
JOB CODE:			
REPORTS TO:	Kelly Rutherford	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

1. Main purpose of the job role:

- To work as part of a multi-agency team to provide a joined up approach to delivering services to prevent and reduce offending by children and young people.
- To assist in the delivery of services to children and young people who offend in line with the legislative requirements of the Crime and Disorder Act 1998, the Criminal Justice and Immigration Act 2009 and other legislation as applicable.
- To carry out a range of tasks as identified and allocated by your manager in line with policies, procedures and protocols.

2. Role specific duties and accountabilities:

- To manage assigned tasks in accordance with policies, procedures, protocols, effective practice guidelines, case management guidelines, national standards and relevant legislation.
- To undertake identified pieces of work with young people and possibly their families, this work will be directed by your line manager but will include:
 - To be a positive mentor to young people and offer your own experiences to support them to desist from offending;
 - To seek and gather the voice of young people using a variety of methods, which you will be involved in developing. Such views will contribute to service plans, strategies and priorities. They will also be used to improve services around the disproportionality action plan.
 - To undertake and participate in, elements of the duty officer rota.
 - To assist in the delivery of group work programmes, offending behaviour and positive activities and supporting and promoting education, training and employment activities.
 - To undertake the role of Appropriate Adult within the Police station
 - To make practical arrangements for and oversee young people during the delivery of reparative activities.

- To effectively communicate with young people, parents, colleagues and partner agencies in a pro social, solution focused manner to ensure services are joined up for individual young people.

Training and development

- To operate in accordance with corporate performance management and staff development processes such as annual performance conversation
- To work towards a Level 3 Standard in Youth Support Worker Apprenticeship
- To enhance own performance, working constructively with your line manager to identify personal strengths and agreeing actions in relation to development needs
- To engage in training as directed by your line manager.

Managing information:

- Comply with local information sharing protocols within the Data Protection Act.
- Undertake Council Data Protection training and ensure compliance with the Data Protection Act when managing information.
- Record information accurately and in a timely manner, in accordance with the Data Protection Act.

General:

- To ensure services are responsive, high quality and focussed on the individuals you are working with.
- To be part of a youth justice focused team, working towards better outcomes. Understand the young people you will be working with and ensure they are aware of what is expected of them.
- Deal patiently with young people and take responsibility for resolving their concerns if possible to do so.
- Ability to provide service information and communications to those that you are working with.
- To participate in individual and team development activities.
- To contribute to the development of service plans and performance objectives, targets and outcomes in accordance with the Youth Justice Board and Council's plans and commitments.
- To contribute to the intervention plans for young people, working closely with youth justice officers and crime prevention workers.
- To be committed to promoting anti-oppressive practice.

- To develop areas of specialist skill and knowledge around co-production, participation and mentoring as a resource to the Youth Justice Service.
- To ensure young people, parents and guardians are aware or have access to the services complaints procedures.
- The post holder must also undertake other duties within his/her competence or otherwise appropriate to the grading of the post as required.
- To communicate verbally with customers and provide advice and/or information in accurate spoken and written English.

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed periodically to ensure it remains appropriate for the role.

DATE PREPARED: April 2022

PREPARED BY: Kelly Rutherford

JOB TITLE: Youth Justice Apprentice		GRADE: Apprentice
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Demonstrate clear and effective verbal and written communication skills.	A/I	3
Demonstrate a commitment to anti-oppressive practice.	I	2
Demonstrate an understanding of guidance in relation to Youth Justice.	A/I	1
Demonstrate an understanding of child and adolescent development.	A/I	1
Demonstrate an understanding of best practice in working with children and young people who offend.	A/I	2
Demonstrate an understanding of the skills and strategies required to assess and intervene with young people and their families.	A/I/T	2
Demonstrate an understanding of safeguarding and vulnerability management.	A/I	2
Demonstrate an understanding of risk management.	A/I	2
Ability to deliver one to one interventions and group based interventions.	A/I/T	2
Ability to arrange reparation placements and supervise young people undertaking activities (this may include indoor / outdoor work)	A/I	2
Demonstrate a willingness to undertake appropriate training and development.	I	2
Demonstrate the ability to maintain the requirements of the Health and Safety Regulations and Departmental Guidelines.	I	2

The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post.		I	3
Other Essential Requirements			
Apprentices will be required to have or achieve GCSE grades 4-9 in English and Maths prior to completion of their Apprenticeship.		A	
Apprentices will undertake appropriate training as necessary, (including attendance at a training centre) in the pursuit of achieving a recognised Apprenticeship.			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
Prepared by:	Kelly Rutherford	Date:	April 2022