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| **Job Title:** STEPS Youth Worker  **Reporting to:** Team Manager - Transitions  **Base:** The Roundhouse |
| **Hours:** 37 Hours per week, 52 weeks a year  **Contract Type:** Support  **Holidays:** 20 days per year; plus 6 College closure days per year where applicable and 8 statutory days  **Salary:** £29,851 per annum |
| **Job Purpose**  Promote the personal, educational, creative and social developments of young people, helping them reach their full potential. Helping to hold a safe and supportive environment where students can become more confident and achieve their academic potential.  Conducting home visits will be an essential part of this role to support with family engagement and attendance improvement. |
| **Key Responsibilities**   * Develop a non-formal, informal and structured educational programme that challenges young people to enhance their personal, social and academic development. * Involve young people as partners in learning and decision making, encouraging and enabling them to consult and decide on certain aspects of the programme * Have conversations with young people, identifying issues affecting them and how their needs can be met. * Mentor, coach and support young people to develop their self-awareness, independence and individuality. * Help young people develop their own set of values. * Keep registers and write evaluative reports. * Staying informed on legislation, local and national issues, and best practice in youth work. * Liaise closely with relevant staff. * Support students to overcome barriers to progress and success. * Act as a role model to students. * Actively help record and celebrate student progress and success so that students are encouraged and feel supported. * To set high expectations of students in terms of their behaviour around the college and beyond. * Promote the importance of maths and English skills to students’ future progression and employability. * To support students with the transition to post-16 education, which may include summer programmes or taster sessions. * Support students with the transition from STEPS to other courses or providers. * Track and record destinations of students. * Recording students work experience hours * Home visits to support student wellbeing and attendance   **Other duties**   * Collaborate effectively with cross college staff including Personal Tutors, Inclusion and Support, Careers and Counselling services, Safeguarding staff, curriculum teams, work experience. * Write reports, collate data and undertake administrative tasks as required to achieve the main duties outlined above. * To participate in college activities which include interviews, open evenings, parent evenings, information evenings, enrolment and induction. * To assist with any other duties relevant to the post. * To maintain discretion and confidentiality throughout, where appropriate. * Operate at all times to ethical and legal standards and within professional boundaries. * To take responsibility for one’s own professional development and continually update as necessary. * To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities. * To comply with all Health and Safety, Child Protection and Risk Management policy and legislation in the performance of the duties of the post. * To comply with all aspects of the Data Protection Act. * To adhere to the College’s Computer Network Acceptable Use Policy. * To undertake risk assessments for any new activity and to ensure risk assessments are carried out for any ongoing activity. |
| **Person Specification** |
| **Competencies**  **Essential:**   * Excellent organisational skills. * High level of verbal and written communication skills. * Positively and creatively aware and ‘plugged in’ to emerging youth sub-culture. * Positive about embracing challenge and change. * Open to experimenting, new ideas and reflective practice. * A believer in strongly supportive environments, sharing and being open with colleagues. * A working understanding of safeguarding children and young people and how to maintain professional boundaries. * Ability to handle potential conflict. |
| **Knowledge & Experience**  **Essential**   * A working understanding of safeguarding children and young people and how to maintain professional boundaries. * Experience working with young people in **education, youth work, or mentoring** roles. * Strong ability to **build rapport and engage with students** who may be disengaged or lack confidence * Knowledge of **behaviour management strategies and positive reinforcement techniques**. * A passion for **student well-being, engagement, and personal development**.   **Desirable**   * Knowledge of the FE sector * IAG experience * Understanding of trauma-informed practice and restorative approaches. * Working with families and external stakeholders |
| **Qualifications**  **Essential:**   * The minimum qualification required to work as a professional youth worker is a BA Hons validated by the National Youth Agency (NYA). * Level 2 English * Level 2 Maths * Level 2 IT qualification   **Desirable:**   * First Aid * Minibus licence |