

## Kent County Council

Job Description: *Care Leavers 18+ Service Education, Employment and Training (EET) Support Officer (term time only or x4 days per week)*

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<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Corporate Parenting – Care Leavers 18+ Service</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>Service Manager for Transition – Care Leavers 18+ Service</b>

### **Purpose of the Job:**

The primary focus of the post will be to work under the professional direction of the Care Leavers 18+ Service as part of the professional network supporting learning activities for young people under the Care Leavers 18+ Service. Within an agreed system of supervision the Care Leavers 18+ Service EET Support Officer would work with the 18+ cohort to ensure a smooth transition with accessing education, training or employment. The post is a cross county wide role.

The post holder will be expected to progress young person's learning and to assess, record and report on development, progress and attainment.

### **Main duties and responsibilities:**

1. To work in collaboration with the Personal Advisers of the Care Leavers 18+ Service to support the young person in accessing education/training/employment
2. To work in partnership with Children in Care teams and Virtual School Kent to support the transition of young people into the Care Leavers 18+ Service and education, training or employment opportunities
3. Organise and manage an appropriate learning environment for the young person supporting their transition into education/training/employment
4. Track and monitor the young person's progress with their education / training / employment plans and support positive onward destination using the necessary systems
5. Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote young person's self-control and independence to ensure good behaviour and respect for others is maintained.

6. Use detailed knowledge and specialist skills to support young person's learning/training/employment, establishing productive working relationships, promoting inclusion and working to support young person consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure positive outcomes are achieved for all young people.
7. Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
8. Contribute to the overall work/aims of the Care Leavers 18+ Service in liaison with the host education/training/employment setting, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of young person.
9. Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: *Care Leavers 18+ Service Education, Employment and Training (EET) Support Officer (term time only or x4 days per week)*

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ 2</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Proven experience of working with Children in Care or Care Leavers of relevant age within a learning environment</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.</li><li>• Must be flexible with effective time management skills.</li><li>• Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</li><li>• Have a creative approach to problem solving and use this to inspire and motivate young people</li><li>• Must have excellent communications skills in order to build rapport with adults and young people, both verbally and in writing.</li><li>• Must have ability to critically evaluate own performance.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Have a good understanding of education, training or employment opportunities for the cohort</li><li>• Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.</li><li>• Good understanding of young people development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li></ul>

**BEHAVIOURS AND  
KENT VALUES**

**Kent Values:**

**Open** - Be open and willing to try new ideas and ways of working with a positive mindset. Be willing to learn new skills and knowledge. Act with honesty and transparency.

**Invite Contribution and Challenge** - in a professional manner showing respect for your colleagues and the wider community. Put the interests and wellbeing of the young people we are supporting first. Work collaboratively to find new solutions.

**Accountable** - be accountable by doing more for yourself and taking responsibility for your actions and performance.