

Kent County Council
Job Description: *Youth Justice Practitioner Apprentice*

Directorate:	Children, Young People and Education
Unit/Section:	Integrated Children's Service (Youth Justice)
Grade:	Advanced Level Apprenticeship, starting pay scale KSC with increasing pay progression points
Responsible to:	Youth Justice Team Manager

Apprenticeship Training Details

Apprenticeship Standard Title:	Youth Justice Practitioner Apprenticeship (YJPA)
Apprenticeship Level:	Level 5
Duration of Study (including End Point Assessment (EPA)):	Lasting 25 months the apprenticeship programme will enable the apprentice to undertake the level 5 Youth Justice Practitioner Apprenticeship Training Full Time - Approximately 20% of working hours will be devoted to workshops, online learning, coaching, on the job practical training and other professional development activities. The apprentice will be supported and trained on the job by the Team Manager and the wider Youth Justice team, and will be coached and mentored by the independent apprenticeship provider Unitas.

Please note due to the nature of this role, applicants must be aged 18 or over.

Purpose of the Job:

Kent Youth Justice are seeking 8 Youth Justice Practitioner Apprentices to join the team to support children who have come into contact with the criminal justice system, either subject to Court or Out of Court decisions. This apprenticeship offers a comprehensive programme of on- and off-the-job learning, equipping apprentices with the knowledge, skills and experience required to become a Youth Justice Practitioner. As apprentices develop their knowledge, skills and competencies, they will have opportunities to progress through defined development stages, with corresponding increases in responsibilities and salary progression to pay grades KSD and KSE. Upon successful completion of the apprenticeship, candidates will be eligible to apply for a Youth Justice Practitioner role.

Main duties and responsibilities:

- Work towards being skilled to deliver trauma informed child-first interventions to prevent and reduce offending.
- Be supported to write quality and analytical assessments and reports.
- Develop the knowledge and gain experience in keeping accurate timely records utilising relevant case management systems.
- Learn how to work collaboratively with partners internally and externally, sharing appropriate information and working in partnership to support children and their families.
- To participate in multi agency forums and develop the knowledge to work effectively with other professionals.

- Liaise with children to identify and report back to the service, what is working well and how we can improve our service delivery.
- Motivate and inspire children to achieve their potential by encouraging their attendance and inclusion in both 1-1 and group activities, services and initiatives
- Learn about, and champion restorative approaches, including supporting the delivery of reparation activities
- Learn how to, and gain experience in Supporting children to be involved in service design and development, including the recruitment of Youth Justice staff.
- Gain experience in working collaboratively with the Victim Voice service to ensure the victim's perspective is actively heard, clearly understood, and meaningfully considered throughout the assessment, planning, and delivery of interventions with the child.

This role will equip an apprentice with relevant skills and experience to work in Youth Justice but there is no guarantee of a post in the service upon completion of the apprenticeship.

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

Kent County Council
Person Specification: *Youth Justice Practitioner Apprentice*

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
QUALIFICATIONS	English - Functional skills level 2 or GCSE at grade C/4 or above
EXPERIENCE	Any experience of working with and supporting children in a professional, boundaried capacity is desirable but not essential for this role.
SKILLS AND ABILITIES	• Genuine motivation to work with children who may have experienced adversity, trauma, exclusion and contact with the justice system. • Ability to build respectful, boundaried relationships with children, families and carers. • Good verbal communication skills, including listening carefully, asking appropriate questions and explaining information clearly. • Good written communication skills, with the ability to write accurately and in professional language. • Ability to show empathy while maintaining professional boundaries. • Capacity to reflect on own practice, accept feedback and learn from mistakes. • Curiosity and willingness to learn, including openness to developing knowledge of youth justice, safeguarding, trauma-informed practice and Child First principles. • Ability to work as part of a team, ask for help appropriately and contribute positively to team working. • Ability to work with a range of professionals and partners, showing respect for different roles and perspectives. • Basic organisational skills, including managing time, reliably keeping appointments, prioritising tasks and meeting deadlines with support. • Ability to follow procedures and understand the importance of accuracy, particularly in record keeping, and information sharing. • Sound judgement and awareness of risk, including knowing when to seek advice or escalate concerns. • Resilience and emotional maturity, with the ability to remain calm, respectful and professional in challenging situations. • Commitment to equality, diversity and inclusion, including

	valuing difference and challenging discrimination appropriately. • Ability to use IT confidently for written work, communication, learning and case recording. • Reliability and accountability, including attendance, punctuality and taking responsibility for agreed actions. • Flexibility, including willingness to travel across Kent and work occasional evenings/weekends where required.
KNOWLEDGE	• Basic awareness of the role of youth justice services, including that they work with children, families, victims, courts and partner agencies to prevent offending and support positive change. • Awareness that children who come into contact with youth justice may have experienced adversity, trauma, discrimination, exclusion or unmet needs. • Awareness of safeguarding and the importance of protecting children from harm, including knowing that concerns must be shared with appropriate professionals. • Understanding of the importance of confidentiality, information sharing and data protection when working with children, families and partner agencies. • Awareness of equality, diversity and inclusion, including the importance of treating children and families fairly and respectfully. • Awareness that behaviour should be understood in context, including the child's family, education, community and lived experience. • Interest in restorative approaches, including the importance of understanding the impact of harm and supporting positive repair where appropriate. • Ability and willingness to learn new legislation, policies, procedures, assessment tools and professional guidance relevant to youth justice practice. • Ability to understand, retain and apply new information through training, supervision, feedback and practical experience. • Confidence using IT and willingness to learn relevant case management systems and digital tools.
KENT VALUES AND CULTURAL ATTRIBUTES	Kent Values: • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make Our values enable us to build a culture that is:

	Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile Curious - constantly learning and evolving Compassionate and Inclusive - compassionate, understanding and respectful to all Working Together - building and delivering for the best interests of Kent Empowering - Our people take accountability for their decisions and actions Externally Focused - Residents, families and communities at the heart of decision making
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