

Directorate: Children, Young People and Education

Unit/Section: Service for Unaccompanied Asylum Seeking Children (SUASC)

Grade: Level 2 Apprenticeship

Responsible to: Millbank Reception Centre Managers

Apprenticeship Training Details

Name of Apprenticeship Standard: Operational Delivery

Level of Apprenticeship: L2

Length of Study: 24 months

Purpose of the Job:

To work as a member of the Millbank Reception Centre staff team, engaging young people in stimulating and meaningful activities to support their mental health and emotional well-being. You will encourage young people to express their wishes and feelings and advocate for them to make their own choices as much as possible. You will help staff better understand the lived experiences of unaccompanied asylum-seeking children by encouraging the young people to express their wishes and feelings, give them opportunities to participate in decision-making about service delivery and advocate for their voice to be heard. Through reports and presentations the work you undertake will directly inform current and future Health and Social Care practice with unaccompanied asylum seeking children, not only in Kent but across the UK.

Main duties and responsibilities:

- To act as a good role model and advocate to all Children in Care but especially unaccompanied asylum seeking children, who you will be working directly with.
- Provide emotional support to young people on an individual or group basis, under the supervision of the Millbank Reception Centre staff to help young people develop confidence in expressing their feelings and wishes.
- To encourage young people's attendance and inclusion in group discussions, activities and other initiatives regarding mental health and emotional well-being.
- To assist in the planning, organising and to participate actively on activity days and any external trips for young people residing at Millbank Reception Centre to benefit their learning and mental health.

- To help inform senior management and other professionals on how to improve service delivery for young people's mental health and emotional needs through reports and presentations.
- To prepare presentations and flyers and to undertake administrative tasks to support the Millbank Reception Centre staff team, such as photocopying, maintaining and updating records and databases.
- To ensure that all records are kept up to date and are accurate
- To fulfill the criteria of the apprenticeship qualification

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.

Kent County Council

Person Specification: *SUASC Level 2 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
EXPERIENCE	<ul style="list-style-type: none"> • Experience or understanding of being a Child in Care. • Experience or understanding of working in a customer focused service
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Have a keen interest in working with young people and in achieving positive outcomes for them • Have the ability to work well as part of a team as well as being able work using own initiative • Good communication and interpersonal skills that demonstrate the ability to liaise effectively and build good working relationships with staff and young people • Be able to work alongside a wide range of people from different backgrounds • Good time keeping skills • Able to work flexible hours which will, at times include early mornings, evenings, weekend and school holiday working. • The ability to travel across a wide geographical area in a timely and flexible manner at various times of the day is essential.
KNOWLEDGE	<ul style="list-style-type: none"> • Awareness of the importance of confidentiality and data security • Understanding of how to use IT applications
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <p>We are looking to give opportunities to people who share our values, which are:</p> <p>Open: Acting with integrity, honesty and transparency, willing to learn and treating people fairly and with respect</p> <p>Invite contribution and challenge: Working collaboratively to find new solutions that put the interests and wellbeing of Kent people first</p> <p>Accountable: Taking personal and professional responsibility for our actions, performance and the council's money.</p>