

Division: School Improvement, Secondary, Special and PRUs and Skills & Employability

Grade: TEP9

Responsible to: Deputy Area Lead

Purpose of the Job:

- To work as part of the area team to increase the number of 16-19 year olds (and up to 24 for those with a learning difficulty) who are participating in education, training or employment with training.
- To build effective relationships with education providers, employers, training providers and KCC services such that they can be influenced to deliver effective and efficient work practices that have a positive impact on young peoples' transition and destination.
- To raise the profile of apprenticeships as a positive post 16 destination for young people.

Main duties and responsibilities:

1. Work with schools to identify at risk of NEET year 11 students at the beginning of the academic year, record on the Client Caseload Information System (CCIS), track their progress and provide support to help them move to employment, education or training.
2. Support the management of the monthly district NEET meetings, by providing data, liaison with other services and chasing up agreed actions. Ensuring that outcomes are recorded on the CCIS database.
3. Work with training providers to maintain good relationships, help develop their provision to provide access and high-quality training to young people.
4. Promote and support the post 16 offer in each district, ensuring that information is accurate on digital platforms and that young people and professionals working with them know to access them for information on local opportunities.
5. Work with schools, colleges, young people and parents/carers to actively promote apprenticeships as a post 16 destination, through group work, individualised support, attending promotional events and working with employers.
6. Promote the Apprenticekent website to young people, encouraging them to sign up, apply for apprenticeships and provide feedback on how it can be improved.

- 7.** Support Local Authority maintained schools who can access the apprenticeship levy and recruit apprentices.
- 8.** Work with the Young People Participations Officers to ensure that data they generate through work with schools, colleges, training providers and young people is accurately recorded on the CCIS database. Provide tracking support to this team at busy times of the year.
- 9.** Support the area team deliver briefings, meetings, written/online materials and events with partners, parent/carers, professionals and young people that will contribute to raising the participation levels in schools.

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.

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	<ul style="list-style-type: none"> • Educated to A Level/NVQ 3 or equivalent, and/or proven ability to deliver the requirements of the post. • NVQ Level 4 Information Advice and Guidance qualification or higher, desirable but not essential.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of delivering one to one and group work with young people aged 15-25. • Experience of delivering support for careers and apprenticeships • Experience of using a database. • Experience of developing positive working relationships with schools.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to balance constantly changing priorities. • Excellent interpersonal and organisational skills. • Ability to empathise with young people. • Ability to work using a multiagency approach (including working with educational establishments and support services). • Ability to deliver group work. • An eye for detail and an ability to challenge constructively. • Proactive approach and ability to use initiative. • Ability to work to deadlines and targets. • Driving license and access to a car is essential
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of post 16 training and education opportunities in Kent. • Knowledge of ICT.. • Awareness of data protection and confidentiality issues. • Staff will be expected to have an awareness of and work within national legislation and corporate and directorate policies and procedures relating to health and safety.

BEHAVIOURS	<ul style="list-style-type: none">• Can do approach• Ability to work as part of a team.• Willingness to work outside core hours as needed.• Professional approach.
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