# Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title:**  | **Youth Worker**   |
| **Post Reference:**   |   |
| **Reports to**   | **Head of Student Participation and Wellbeing**   |
| **Department**   | **Student Services**   |
| **Grade**   | **SCP016**  |
| **Contract**   | **Permanent, Full Time, TTO (38 Weeks)**   |
| **Location**   | **Ashington Campus**   |

# OVERALL PURPOSE

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| Provision of the College’s youth orientated strategy in the supervision and support of students within and around the College campuses. The post holder plays a key role in engaging with students through the development, promotion and delivery of focused activities that support study programmes and develop character, skills, attitudes and confidence amongst students within the social areas of the College. Through day-to-day contact that includes a mixture of opportunities that are stimulating, fun, challenging, progressive and relevant for students.  **Specialist skills and knowledge include:** * Delivery of activities suitable for young people between the ages of 14 – 25 for example, sports, team building, motivational, developmental, social, personal.
* Supporting young people between the ages of 14 – 25 in their social, emotional behavioural development through one to one interventions and group work approaches.
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# KEY ACCOUNTABILITIES

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| •  | To foster social relationships and social confidence amongst students, around the campus to ensure that the students are attending lessons and that social spaces, corridors and other communal areas in the College are safe and welcoming and that students maintain reasonable standards of behaviour.  |
| •  | To implement and promote activities and themes to enhance the student experience which develop character, skills, attitudes and confidence amongst students.  |
| •  | Deliver structured enrichment and youth social action activities that support wider student development independently or with others as required.  |
|  •  | Contribute to the planning and delivery of a range of awareness activities to promote key college strategies such as anti-bullying, mental health, equality and diversity and to celebrate difference.  |
| •  | Work with the Tutorial and other staff to promote the active participation of students in the life of the College by encouraging and supporting students of all abilities to take part and develop their interest in activities that are offered.  |
| •  | Promote student representation and encourage student participation in the running of activities within the programme.  |
| •  | To liaise with student bodies such as the Student Council, to implement student led clubs, societies and events.  |
| •  | Engage and work with individuals and groups in an informal and formal basis.  |
| •  | To maintain a professional profile in public areas of the College particularly during student ‘free time’.  |
| •  | To act as an initial point of contact for students who can be referred on to appropriate support services.  |
| •  | Contribute to the Student Services’ organisation and participation at cross College events such as Open Events, Parents Evenings and Fresher’s Fair with the rest of the Engagement team. This may mean at times throughout the year working additional hours outside of the regular work pattern  |
| •  | Monitor attendance at activities within the engagement programme and keep appropriate records and evaluations sheets for to demonstrate impact.  |
| •  | To ensure the maintenance of a clean, tidy, safe and secure environment within the student amenity areas, promoting equality of opportunity for all.  |
| •   | To follow all relevant policy and procedures which link directly to student activity including student discipline and money handling protocols.  |

**GENERAL RESPONSIBILITIES**

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| •  | To work at any of the College sites on a temporary or indefinite basis.  |
| •  | To undertake such duties as are reasonably allocated, appropriate to the grade of the post  |
| •  | Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via the People and Development Sharepoint site.  |
| •  | To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.  |
| •  | To uphold British Values, the college values and responsibilities with regard to equality and diversity.  |

• To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation.

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| •  | To invigilate during examinations if and when requested.   |

 Signed…………………………………………………………… Dated…………………………………………

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| **PERSON SPECIFICATION – Youth Worker**  | **Essential**   |  **Desirable**   |    | **Certificate**   | **Application Documents**   | **Reference**   | **Selection Process**   |
|  **Qualifications**   |   |   |
| Relevant Level 2 recognised qualification in e.g. Mentor, Youth work, counselling or willingness to work towards  |   |   |   |   |   |   |   |
| GCSE Maths and English Grade A\* - C or equivalent  |   |   |   |   |   |   |   |
| Evidence of continuous professional development  |   |   |   |   |   |   |   |
| Safeguarding to level 2 with a willingness to work towards level 3  |   |   |    |   |   |   |   |
|  **Experience**  |   |   |   |   |   |   |
| Experience of working with young people 14-19 years of age from a variety of backgrounds and an understanding of the needs and issues surrounding them and the difficulties students face  |   |   |   |   |   |   |   |
| Experience of positively engaging young people and working with them to improve behaviour  |   |   |   |   |   |   |   |
| Experience of working with young people in a challenging environment including proactively engaging them in challenging situations  |   |   |   |   |   |   |   |
| Knowledge of proactive strategies to motivate students  |   |   |   |   |   |   |   |
| Good understanding of the importance of safeguarding young people and adults at risk  |   |   |   |   |   |   |   |



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| A working knowledge and ability to deliver topics around Personal Social Development  |   |   |   |   |   |   |   |

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| Knowledge of the ECM agenda and ability to deliver topics to groups of students  |  |   |   |   |   |   |   |   |
| Basic level of computer literacy (including word processing, use of internet and email)  |  |   |   |   |   |   |   |   |
| Knowledge and understanding of Student Representation and student voice  |  |   |   |    |   |   |   |   |
|  **Other**  |  |   |   |   |   |   |   |
| Ability to work occasional Saturdays and evenings where reasonably required  |    |  |   |   |   |   |   |   |
|  Ability and willingness to travel between sites  |  |   |   |   |   |   |   |   |
|  **Personal Attributes**  |  |   |   |   |   |   |   |   |
| Suitable to work with children and young people  |  |   |   |   | Criminal records check via DBS  |   |   |   |
| The ability to communicate at all levels  |  |   |   |   |   |   |   |   |
| To have flexibility and willing to try out new ideas  |  |   |   |   |   |   |   |   |
| Ability to liaise effectively with staff, students and external agencies  |  |   |   |   |   |   |   |   |
| Well organised and self-motivated  |  |   |   |   |   |   |   |   |
| Approachable, open and honest  |  |   |   |   |   |   |   |   |
| Ability to meet tight deadlines and maintain professionalism with others  |  |   |   |   |   |   |   |   |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.  |  |   |   |   |   |   |   |   |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity.  |   |   |   |   |   |   |   |
|  To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.  |   |   |   |   |   |   |   |