

JOB DESCRIPTION

POST TITLE: Post 16 Education, Employment and Training Officer
GRADE: 7
DIVISION / UNIT: Education/Education Access 0-25
DEPARTMENT: Children's and Adults Services
REPORTS TO: Post 16 Service Manager

PURPOSE OF THE JOB

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To collect, analyse and submit of data in support of the Council meeting its statutory 'Raising the Participation Age' duties including:

- promoting the participation in education and training of 16 and 18 year olds in-year 12 and 13;
- identifying 16 and 18 year olds in-year 12 and 13; who are not participating in education or training in order to offer support as soon as possible;
- collecting information on the education and training placements of all 16 and 17 year olds in-year 12 and 13

To provide careers advice information and guidance to young people and their parents about post-16 opportunities and safe handling of data.

The key service objective is to minimise the number of 16 and 17 year old young people in-year 12 and 13, Not in Education Employment or Training (NEET) or whose activity is unknown

PRINCIPAL ACCOUNTABILITIES

The following points are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder.

1. To contact young people, parents, education providers and other services to confirm the education and raising participation of all 16 and 18 year old young people in-year 12 and 13.
2. To provide information and advice to young people and parents about post-16 opportunities and signpost or refer them to partner agencies where appropriate.

3. To monitor the NEET and not known cohort, including identifying services they are engaged with and the progress and changing needs of these young people
4. To ensure latest known data about young people's participation is recorded on the Client Caseload Information System (CCIS).
5. To support the timely and accurate collection and submission of national data requirements for Department for Education such as the September offer and the annual Activity Survey.
6. To minimise the number of children aged 16 and 18 in-year 12 and 13, whose activity is not known. Liaise with internal departments and external agencies to obtain data and undertaking database searches and cross-referencing of data, as well as creatively using social media, home visits and other channels to track and trace the participation of 16-18 year olds in-year 12 and 13.
7. To minimise information gaps in order to safeguard and promote the welfare of children and young people.
8. To maintain safe storage and timely recording, and accurate reporting of case interventions within information management systems
9. To contact the schools, colleges and other providers to facilitate timely sharing of information, including maintaining up to date contact details
10. To collate and analyse data for management information, performance and monitoring reports, providing written and verbal reports to managers as required.
11. To gather and disseminate up to date information on education and training opportunities for young people.
12. To maintain up to date specialist service knowledge including relevant statutory guidance and legislation, curriculum developments and new opportunities for 16-18 year olds in-year 12 and 13.
13. To undertake such other duties as may be determined by the line manager which are commensurate with the post, grade and experience

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Southwark. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately

JOB CONTEXT

Southwark Council is a large and complex organisation. It has over 5000 staff and a budget of £0.5bn. Southwark Children's and Adults' Services is the largest department within the council. The Education Directorate is part of this department and faces significant challenges in supporting young people and schools to raise standards of achievement and attainment regardless of background or circumstances.

Grade/Conditions Of Service GRADE 7

Health & Safety The post holder is required to carry out duties and responsibilities in accordance with the Council's Health and Safety Policy, and Health and Safety legislation.

Data protection and GDPR

Regulatory Activities This post requires ENHANCED DBS clearance

The post holder will be required to carry out duties and responsibilities of the post in accordance with the Council's policies and procedures, standing orders and respect the Southwark Values [Values - Southwark Council](#).

The employment is subject to a probationary period of twenty six weeks from your start date of employment with Southwark Council, during which time you will be required to demonstrate to the council's satisfaction your suitability for the position in which you are employed.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

Knowledge, including educational qualifications:	Essential (E)	How assessed (S/ I/ T)
Knowledge of database systems and how data can be used to drive up the efficiency and effectiveness of the service	E	I
Knowledge of the Raising Participation Age duties, education and training provision for 16 to 18 year olds in year 12 and 13	E	S/I
Careers Information, Advice and Guidance Level 4 or above or equivalent experience with willingness and capability to undertake qualification	E	S
Knowledge of child protection and safeguarding issues and the implications for working with children and young people	E	I
Experience:		
Experience of offering advice to children/and or young people and recording case records within information management systems	E	S/I
Experience of facilitating safe, secure and timely sharing of information, including maintaining up to date contact details	E	I
Experience of gathering and disseminating education and training opportunities for young people.	E	I
Experience of using client level databases to record data, analyse data and produce reports	E	S/I
Aptitudes, Skills & Competencies:		
Skilled in the use of software packages such as Excel and IYSS (Client Caseload Information System) client record management	E	I
Accuracy in data handling reporting and tracking skills to identify and reduce data gaps, and safe storage of data	E	S/ I
Analyse data for management information reports to identify the need for new opportunities for 16-18 year olds in-year 12 and 13.	E	I
Excellent communication skills, both written and oral and the ability to communicate effectively at all levels	E	S/I/T
Excellent organisational skills and the ability to respond to tight deadlines and prioritise workload effectively	E	I

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Key:

E = Essential

S = Shortlisting Criteria

I = Evaluated at interview

T = Subject to test