BURY COUNCIL

# JOB DESCRIPTION

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| Post Title: Prevention Coach (Primary Education) | |
| Department: CHILDREN & YOUNG PEOPLE | Establishment/Post No: |
| Division/Section: Early Help – Family Resource | Post Grade: 9 |
| Location: Elizabethan Suite, Bury Town Hall. | Post Hours: 37 hours per week  Flexi time scheme in operation. |
| Special Conditions of Service:  Casual car user allowance  Occasional unsocial hours | |
| Purpose and Objectives of Post:  The Prevention Coach role is intended to provide support to primary aged children who have been identified as being at risk of displaying aggression/disruptive behaviours which in the future could lead them to entering the criminal justice system. The role will offer intensive holistic support to young people within a primary school setting, prevention mentoring, a better understanding of impact of behaviour and support their access to education and diversionary activities. The services will be delivered in a variety of settings and may also include groupwork. | |
| Accountable to: Family Resourse Service Manager | |
| Immediately Responsible to: Youth Offending Prevention Team Manager | |
| Immediately Responsible for: n/a | |
| Relationships: (Internal and External)  Internal: Staff within Children’s Services and other Council Departments, schools, YJS  External: Education providers, government agencies, GMP, voluntary and community organisations, employers, parents/carers | |
| Control of Resources:  Access to the Turn around external grant | |

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| Duties/Responsibilities:  Duties from the following will depend on caseload allocations.  Working with Young People and their Parents/Carers:  Maintain a caseload of clients to provide a range of information, advice, support and advocacy services to improve outcomes  To ensure that the needs of individual young people are met by providing direct support including one to one interventions, group work, telephone contact etc.  Coordinate delivery and activities for young people to meet the needs of clients and improve prevention related outcomes  To complete paperwork and initial needs assessments  To undertake multi agency planing with young person and the delivery of related work  To undertake the tracking and monitoring of young people as required to measure impact  To help young people access all available learning and personal development opportunities through advocacy, the provision of referral and placing services and on going personal support.  To make appropriate referrals to a network of providers/agencies/services  To work with young people to evaluate the design and delivery of prevention approaches  To proactively market Early Help services and processes whenever possible.  To accurately record interventions and related data, in order that progress can be monitored, contact maintained and needs assessed.  Working in Partnership with other Services/Agencies:  To work closely with a range of agencies that provide support to young people, to ensure that the support provided is co-ordinated, tailored to the needs of the individual and readily available.  To ensure that the exchange of relevant information between providers of support takes place and that the young person is involved in this process, e.g. giving consent where required. |

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| Duties/Responsibilities continued:  Managing Practice:  To work with Early help collegues as part of a Team, making and receiving agreed referrals.  To plan and manage caseload work in order to achieve qualitative and quantitative targets, as agreed with service manager.  Other Responsibilities:  To participate in related development programmes and take responsibility for continuous professional development  To work to professional standards and agreed professional boundaries  To contribute to service development,  To follow processes and meet priorities of externally funded grants including updating related information and record keeping tools.  To promote equality of opportunity by challenging discrimination, celebrating diversity and fostering mutual respect.  To work in accordance with relevant legislation, policies and procedures, e.g. Equal Opportunities, Health and Safety, Confidentiality, Safeguarding and Data Protection. | | |
| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of Supplemental Conditions of Service) | | |
| Job Description prepared by: | Sign: | Date: |
| Agreed correct by Postholder: | Sign: | Date: |
| Agreed correct by Supervisor/Manager: | Sign: | Date: |

Personal Adviser

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| Bury Council CHILDREN & YOUNG PEOPLE DEPARTMENT |

# PERSON SPECIFICATION

Prevention Coach (Education)

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| ASSESSMENT METHOD | SHORT-LISTING CRITERIA | ESSENTIAL | DESIRABLE |
| QUALIFICATIONSApplication Form | Professional level qualification in a related area e.g. CQSW, Dip SW or Social Work degree, teaching, youth work etc |  | ✓ |
| KNOWLEDGE  Application Form  Interview | A good understanding of the role and purpose of the Services that support young people.  A good understanding of the main services that support young people – related agencies and services for young people.  A good understanding of Equal Opportunities and Diversity issues. | ✓  ✓ | ✓ |
| EXPERIENCE  Application Form  Interview | Relevant experience of working with young people in a variety of settings.  Experience of partnership and multi-agency working.  Experience of working in a team. | ✓ | ✓  ✓ |
| ABILITIES  Application Form  Interview | Ability to communicate with young people, both orally and in writing.  Ability to act as an advocate for young people.  Ability to be able to develop effective relationships with parents/carers, and partner agencies.  Ability to meet targets/deadlines  Ability to use IT systems/software, e.g. databases, Word, E-mail and Excel.  Ability to work on own initiative and as part of a team.  Ability to be well organised, a good time manager and have good administrative skills. | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  |
| PERSONAL QUALITIES  Application Form  Interview  Personal Interview | Flexibility, adaptability and ability to cope with pressure and change.  Demonstrate an understanding of professional boundaries and appropriate relationships with young people.  Commitment to the highest possible ethical standards (integrity, confidentiality, duty of care, accountability etc.).  Commitment to fostering equality, diversity and rights. | ✓  ✓  ✓  ✓ |  |
| OTHER REQUIREMENTS  Application Form | Willingness to work flexibly (hours etc) according to work demands.  Commitment to personal and professional development.  Prepared to undertake the travel requirements of the job. | ✓  ✓  ✓ |  |