



HILLINGDON

LONDON

Job Profile

JOB TITLE:	Post-16 Participation & NEET Co-ordinator
GRADE:	POA
POST NO:	
JOB TIER:	5
DBS CHECK:	Enhanced
GROUP:	Children's Services
SERVICE:	Access to Education

REPORTING STRUCTURE

Reports to:	Access to Education Manager
Direct Reports:	2-5
Indirect Reports:	0

ROLE PURPOSE: In line with Hillingdon's Education Service priorities to work closely with the Access to Education Manager to:

- Provide operational leadership to the Post 16 team and make a critical contribution to the transformation of educational access and achievement of children aged 16 -17.
- Carry out the London Borough of Hillingdon's statutory duty to track young people upon completing compulsory age schooling to establish their Education, Employment and Training status between the ages of 16-19 to ensure there is provision for them.
- Lead on working with schools and other educational settings to ensure options/pathways for young people are identified at the earliest possible stage to ensure their progression to EET at Post 16 is secure.
- Develop, lead and manage interventions to improve participation in education or training opportunities Hillingdon's Post 16 young people.
- To work strategically with Social Care, SEND, YOS & other agencies, both in and out of borough to ensure that process and practice across services support Hillingdon's Post 16 children to access education.
- Lead, develop and deliver programmes of practice development for the Post 16 team.
- Provide management oversight of NEET officers.
- Take the lead for monitoring and tracking all data pertaining to children at Post 16 to identify trends and gaps

A. Job Description

1. Resident & Community Contribution

- To demonstrate understanding of the Council's *Customer Care Standards* and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.

2. People Management

- To assist with the selection, development and performance of the Post 16 Team in line with the Council's HR policies.
- To ensure all team members receive the appropriate level of communication to maintain engagement with the Council's vision, priorities and activities.
- To assist with leading team meetings, organising agendas, rotas for chairing and ensuring minutes are taken.
- To deputise for the Access to Education Manager as required.

3. Operational Service Delivery

- To engage, through the use of various forms of communication, with young people to establish their EET status and identify those in need of support.
- To communicate with, obtain information and build relationships with schools, colleges, training providers and support services for young people to help accessibility for young people.
- To identify young people that are NEET or at risk of NEET and report so that services can be offered to them and improved outcomes.
- To keep a database of NEETs and those whose situation is unknown, to track and contact them and attempt to place them on appropriate EET.
- To lead on the allocation of cases to NEET team members.
- To support caseworkers in their role of placing NEETs.
- To communicate with Social Work Teams, Youth Services, SEND, SENDIASS and other appropriate services that support young people, to establish their EET status and identify young people in need of support into EET or those at risk of NEET.
- To attend case reviews and multi-agency meetings about known NEET young people.
- To work with services that can meet the needs of those with NEET, service providers, mental health support services, young parents etc.
- To maintain accurate records, uploading data to the IYSS database in order to enable Hillingdon to be aware of the status of young people within its boundaries.
- To report to and update Manager/Supervisor on agreed targets and carry out other duties commensurate with the role.
- To liaise with schools and colleges in the data sharing cycle during the year to ensure data for Hillingdon young people is accurate.
- To identify and source additional EET opportunities and pathways, working closely with the post-16 co-ordinator.
- To deliver training to those working with NEETs when appropriate, to organise NEET events and to compile regular reports on the status of NEET work.

4. Service Planning & Development

- To maintain and develop effective working relationships with stakeholders and clients, ensuring that the council's interests are protected and ensuring value for money in all transactions.
- To develop effective working relationships with those working, contributing to improved practice for children who are Not in Education, Employment or Training.
- To develop productive relationships with those working in Children's Social Care, schools, and other agencies in order to add value, and have impact on the achievement of children aged 16 - 17.
- Work with team members, and external consultants where appropriate, in analysing and interpreting performance data and local intelligence to identify school needs and shape work patterns
- Regularly report to the Head of Education for Vulnerable Children on the strengths, weaknesses and impacts of the local authority's Post 16 strategy and interventions

5. Financial & Resource Management

- Ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- To provide support to the Access to Education Manager to provide value for money services within the budget allocation.

6. Service Improvement

- Continuously refresh expertise and skill sets to meet the new challenge presented by the changed education, employment and training landscape.
- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.

7. Contacts

- Primary contact will be with other officers within the Council, schools and operational and managerial staff in partner organisations.
- Essential to the successful delivery of the role will be effective liaison with partners in education in Hillingdon including schools and Academies.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.

9. Key Performance Indicators

- Deliver against any agreed Service Levels and outcomes.
- Fulfil LA's legal duties in relation to NEET figures
- Perform against other staff performance & productivity measures that contribute to meeting statutory duties for education and supporting vulnerable learners at risk of NEET.

B. Person Specification

Post 16 Participation & NEET Coordinator

This person specification will be used for recruitment to the Post 16 NEET Coordinator vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS (list)	ESSENTIAL ✓	DESIRABLE ✓
5 GCSEs including Maths and English or NVQ level 3 in an appropriate field	✓	
A recognised qualification in a related profession e.g.: Education, youth work, child and family development) or the commitment to undertaken and complete such training within 2 years of appointment		✓
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS (describe)	ESSENTIAL ✓	DESIRABLE ✓
Full UK driving licence and use of own vehicle		✓
Prepared to work flexibly to meet the needs of the service, including with other teams within Access to Education Service, as and when required.	✓	
Maintain confidentiality at all times.	✓	
Willingness to take majority of annual leave during school holidays	✓	
3. EXPERIENCE (describe)	ESSENTIAL ü	DESIRABLE ü
Experience of paid work directly with families and children and young people experiencing social stress to achieve satisfactory outcomes	✓	
Experience of working with schools, Academies, FE and HE providers, training providers and employers in support of young people's participation	✓	
Experience of working in a timely manner to tight deadlines to achieve SMART objectives	✓	
Experience of responding to complex and confrontational situations in a calm and professional manner.	✓	

Understanding of the issues for families that impact on accessing education.	✓	
Knowledge of evidence-based strategies for improving educational engagement .	✓	
Delivering customer focused services which are tailored to the needs of individuals.	✓	
Sound judgment with a positive respect for confidentiality and diversity.	✓	
Proven ability to proactively develop effective working relationships with colleagues, partners and other stakeholders, understanding their needs and concerns.	✓	
4. KNOWLEDGE & SKILLS (list)	ESSENTIAL	DESIRABLE
To have a clear understanding of safeguarding and protecting families from risk and harm	✓	
Good self-organisational skills, able to work independently and as part of a team	✓	
Knowledge and understanding of the problems and difficulties faced by families and the ability to help them find constructive solutions.	✓	
A broad knowledge and understanding of Social care, Education and health legislation and services, and how they can support families	✓	
Specific knowledge of legislation and practice in relation to children and young people's participation in education, employment and training	✓	
Knowledge of child development and needs	✓	
Able to form and maintain appropriate professional relationships and boundaries with children, young people and families to ensure effective engagement in agreed family interventions	✓	
Able to be persistent, creative and tenacious in engaging with children, young people and families who present challenging behaviour and may be resistant to change	✓	
A good understanding of how to work effectively with other professionals and service providers in a multi-agency environment	✓	
	✓	

<p>Ability to use Microsoft office packages to keep clear, written and electronic records and provide monitoring information as required to a high standard.</p> <p>Effective communication skills with the ability to set out logical arguments clearly and adapt language, form and message to meet the needs of different residents / audiences.</p> <p>Good time management skills with the ability to appropriately prioritise and plan own work.</p>	<p>✓</p> <p>✓</p>	
	ESSENTIAL	DESIRABLE
<p>Takes responsibility and delivers results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.</p>	✓	
<p>Team working Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.</p>	✓	
<p>Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.</p>	✓	
<p>Customer Care Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.</p>	✓	