

Job Description and Person Specification

Post 16 NEET ETE Advisor YJS

A Lambeth to be proud of



Job Title:	Post 16 NEET ETE Advisor YJS
Department:	Children's Services – Education and Learning
Division:	Integrated Children's Commissioning and Youth Services
Business Unit:	Youth Justice Service (YJS)
Grade:	P02
Reports to:	Back on Track NEET Service Manager

Context

Local authorities have a statutory responsibility to ensure children who come into contact with the criminal justice system receive the support they need to access and sustain appropriate education, employment, or training (EET) opportunities. This role sits across both YJS and Education to promote positive outcomes for children.

Job Purpose

The purpose of this post is to support the delivery of Local Authority statutory services to young people, identified as in need of support, ensuring their fundamental rights to good quality education and employment, as part of Lambeth 2030 Borough Plan.

Provide expert advice, guidance, and direct support to children and young people known to the Back on Track NEET Service and the Youth Justice Service (YJS) identified as either being NEET or at risk of becoming NEET, as well as those exploring alternative pathways such as Internships, apprenticeships and traineeships.

The primary objective of the service is to minimise the number of 16 to 18-year-olds in year 12 and 13 who are Not in Education, Employment, or Training (NEET) or whose activity status is unknown.

Responsibilities

1. To deliver on strategies that improve EET outcomes for children and young people who come into contact with the criminal justice system in line with statutory requirements and best practices.
2. To work collaboratively with other service areas as part of the Youth Justice Service team, contributing to discussions, meetings, and joint initiatives.
3. To provide a personalised service to children and young people who are NEET, helping them navigate options and secure appropriate opportunities.
4. To support sustained participation by guiding children and young people into suitable education, training, or employment and offering ongoing support as needed. This will include practical support such as attending meetings and appointments with children and young people

5. To support with the identification and supporting of children young people with an EHC Plan, who are at risk of NEET, helping them remain engaged in education and prepare for post-16 pathways, in partnership with SEN colleagues.
6. To build and maintain positive partnerships with youth justice practitioners, social workers, carers, schools, colleges, training providers, and external agencies to coordinate support for each young person.
7. To manage time and workload effectively, ensuring timely responses and meeting key deadlines.
8. To promote the work of the Youth Justice Service and contribute to its positive reputation.
9. To provide expert advice and guidance to all stakeholders supporting children and young people known to Youth Justice. There will be a particular focus for groups that are overrepresented in the youth justice system ie children with SEND, children looked after.
10. To collaborate with professionals across disciplines to create holistic, person-centered systems of support.
11. To assist the Back on Track NEET Service Manager in delivering training for key stakeholders, such as designated teachers, school governors, carers, and social workers.
12. To promote post-16 and post-18 opportunities, including university open days, vocational programs, and supported internships.
13. To attend conferences, seminars, and meetings as part of ongoing CPD and to represent the Youth Justice Service as required.
14. To maintain accurate and up-to-date records of all interactions with young people, families, and service providers, using relevant case management systems.
15. To participate in Lambeth Council's performance management processes, meeting agreed objectives and targets.
16. To ensure latest known data about young people's participation is recorded on the Client Caseload Information System (CCIS).
17. Ensure the timely and accurate collection and submission of national data requirements for the DfE, including the September Guarantees, NEET, EET, Not Known statuses, and Activity Survey data
18. To uphold confidentiality and data protection principles in all aspects of work.
19. To follow all health and safety regulations and promote a safe working environment.

20. To carry out responsibilities in line with Lambeth Council's equity, diversity, and inclusion policies.
21. To undertake any other reasonable management requests aimed at improving EET outcomes for children and young people known to the youth justice system.
22. To support the development and supervision of volunteers or work experience placements, offering appropriate tasks and developmental experiences.
23. To meet additional personal targets set by the Back on Track NEET Service Manager as part of ongoing performance management including Risk of NEET work.

Budgetary and Staff Responsibility: The postholder does not have responsibility for managing budgets or staff. Decision-making authority is determined by the Youth Justice Service and in accordance with council policies and procedures.

PERSON SPECIFICATION

Post 16 NEET ETE Advisor YJS

It is essential that you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Qualification		Educated to min level 4 or equivalent in a related discipline ie: Qualifications in Connexions qualification, Youth Work, Careers Guidance, Social Services, Teaching, Health, Youth Offending/ Probation Services	
Key Knowledge	K1	Youth Justice Policies and Procedures: Understanding of local and national policies regarding Youth Justice requirements.	✓A
	K2	A strong knowledge on Pathways available to young people at post 16.	
	K3	NEET Support Strategies: Knowledge of effective strategies to support individuals who are NEET, including outreach programs, practical support, vocational training, and educational pathways.	✓A
Relevant Experience	E1	Advisory or Counseling Roles: Experience in advising individuals, particularly those with additional needs ie SEN, children looked after etc on educational and career pathways.	✓A

	E2	Experience in inputting, maintaining and extracting data/information from data bases	
	E3	Experience of working with and a commitment to improving the outcomes for vulnerable children.	✓A
	E4	Workshops and Training: Conducting workshops or training sessions for individuals, families, or professionals on NEET prevention.	✓A
Qualification	Q1	Education to at least Level 3 (A level, BTEC Diploma etc) qualification or proven experience in the field.	✓A

CORE VALUES AND BEHAVIOURS

Equity behaviours



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- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.