

# Job Description and Person Specification

Role: Youth Justice Senior Practitioner



## Job Description

<b>Job Title</b>	Youth Justice Senior Practitioner
<b>Grade</b>	8
<b>Service</b>	Youth Justice Service
<b>Reports to</b>	Youth Justice Service Team Manager
<b>Location</b>	Broadgate House / City Wide
<b>Job Evaluation Code</b>	L3618D



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



## About the Service your team will provide

### Purpose of the role

As a member of the Youth Justice Service Management Team, you will take responsibility for the management and delivery of an effective and efficient service for children, young people, their families, and victims.

You will assist the YJS Team Manager with the delivery of a professional service including supervision of staff and volunteers.

## Main Duties & Key Accountabilities

### Core Knowledge

- Manage a complex caseload with a degree of autonomy in carrying out effective intervention delivery. This will include: Diversion, Out of Court Disposals and Post Court/Custodial Sentences.
- Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures and how to instigate legal processes.
- Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
- Carry out complex assessments including Asset+ and AIM 3.
- Contribute to staff appraisal and development including delivering training.
- Assist the YJS Team Managers as follows:
  - Provide reflective individual and/or group supervision to staff as and when required, working in partnership with the YOS Team Manager and in line with departmental policy.
  - Advise staff within the team on the proper interpretation of their role and practice in accordance with their position and level of accountability.
  - Assist in undertaking specific development tasks as agreed with the YJS Team Manager/Operational Lead.

- Contribute to audits of practice and learning through quality assurance and be able to provide challenging and constructive feedback to colleagues and partners.
  - Contribute to the needs of the service and development of action plans
  - Contribute to effective communication within the team and support staff meetings.
  - Prepare work for formal supervision under the direction of the Team Manager or Operational Lead and keep them informed of potential difficulties.
  - Deputise for the YJS Team Managers at internal meetings and external meetings as required.
  - Cover rotas as required.
- To chair and attend the full range of case planning meetings, referral order meetings, DTO meetings and any other risk planning meetings as required.
  - Devising & delivering interventions to children/young people, their families, parents/carers and victims.
  - To maintain personal and professional training and development to meet the challenging demands of the job.
  - As experienced practitioners, senior practitioners are expected to:
    - Have reached the level of ability where they can operate self-sufficiently (within normal arrangements for management accountability) in the application of relevant legislation, policy, procedures and criminal justice theory.
    - Accept full responsibility for managing a caseload which will include high risk across the three domains with particularly complex problems.
    - Take responsibility for the supervision of sessional workers and volunteers and assist in team/service development and the induction of new staff.
    - Develop specialist skills within the arena of Youth Justice and lead on thematic areas of work as required.
  - To performance manage the team to ensure the statutory objectives within relevant service plans, including, but not limited to, CYJS's annual Youth Justice Plan.
  - Working cooperatively with colleagues from your own and other services, including the Police, Probation, Courts, secure estate, and Children's Services.
  - Providing high quality reports and assessments to the Courts to enable them to make appropriate decisions about sentencing.
  - Representing the service in professional settings including the Courts, Secure Estate and meetings.
  - Acting as an 'Appropriate Adult' for young people subject to Police interview and/or in Court.

- Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
- To comply with the requirements of the relevant professional body if applicable, for instance Social Work England.
- Any other duties and responsibilities within the range of the salary grade.
- Work flexibly outside office hours including working evenings, weekends & Bank Holidays to meet the needs of the service.

## Key relationships

External	Internal
Health, Education, Police, Courts, Secure Estate, Probation, Housing, Other Local Authorities Charities including third sector agencies	All services within Childrens Services, LADO, Human Resources and Adults Services

## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

YJS Officers and other staff, as identified by the Team Manager/Operational Lead

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge</b>	
1. Regulatory frameworks, national and local initiatives, policy and guidance in relation to Youth Justice, Safeguarding and Looked After Children.	
2. Current Criminal Justice legislation, relevant Children's legislation, Youth Justice Board National Standards and Safeguarding policy.	
3. Knowledge of assessment methods, risk management and intervention models.	
4. Equality and diversity issues, particularly within the context of intervention and service delivery in a criminal justice setting.	
5. Issues faced by the victims of crime.	
6. Risk factors relating to children involved in crime.	
<b>Skills and Abilities</b>	
1. To undertake complex assessments of the needs of children, young people, families and victims.	
2. To support improvement & quality assurance processes and the implementation of new policies, procedures and interventions within the service.	
3. Effective communication skills; verbal, non-verbal and written.	
4. Self-led time management skills, and the ability to prioritise your workload and the demands of the service whilst dealing with conflicting demands and stressful situations.	
5. To deputise for the YJS Operational Lead/Team Managers; for example, chairing service & partner meetings, partner and covering Duty Manager tasks.	
6. To manage, support, develop and motivate staff.	
7. To offer professional supervision to staff and volunteers as required, including staff development and managing performance.	
8. Confident and able to interact with children/young people and their families/carers.	



9. Confident and able to interact in a wide range of professional settings.
10. To use desistance focused approaches to promote best outcomes for young people, their families, and victims.
<b>Experience</b>
1. Minimum of 3 years statutory experience of working with children & young people and/or young adults in a relevant field.
2. Developing and maintaining effective relationships with children & young people and/or young adults, their families and victims.
3. Managing a complex work & caseload, undertaking complex assessments, and analysing risk.
4. Development of areas of practice on behalf of a service/agency.
5. Using of a range of evidence-based interventions to effect change.
6. Writing reports to deadlines and at a standard suitable for scrutiny by Courts.
7. Devising and delivering intervention programmes with children, young people and their families/carers.
<b>Qualifications</b>
1. Social Work qualification (MA/BA/BSc in Social Work, Diploma in Social Work or CQSW) with current Social Work England registration, a relevant Probation Officer Qualification or Youth Justice Degree.
2. Evidence of Continued Professional Development.



**Special Requirements**

1. To work flexibly to meet the needs of young people, families & victims this will mean some evening working.
2. To be on a rota undertaking approximately 9 Saturdays per year
3. To cover bank holidays (approximately two per year) in line with service requirements.
4. This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

<b>Date Created</b>	December 2019	<b>Date Reviewed</b>	June 2024
---------------------	---------------	----------------------	-----------