



Coventry City Council

Job Description

Job Title:	Senior Practitioner (YOS)	Job Number:	
Directorate:	People	Post Number:	
Service:	Youth Offending Service	Grade:	8
Location:	City Wide		

Job Purpose:

As a member of the Youth Offending 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 YOS Team Manager with the delivery of a professional service including supervision of staff and volunteers.

Main Duties and Responsibilities:

1. Manage a complex caseload with a degree of autonomy in carrying out effective intervention delivery. This will include: Out of Court Disposals and Post Court/Custodial Sentences.
2. Have a thorough working knowledge of relevant legislation, national standards, guidance, research, departmental policy and procedures and how to instigate legal processes.
3. Maintain up to date records of cases using management information systems in accordance with departmental policies and procedures.
4. Carry out complex assessments including Asset Plus and AIM 3.
5. Contribute to staff appraisal and development including delivering training.
6. Assist the YOS 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 YOS 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 YOS Team Managers at internal meetings and external meetings as required.
 - Cover rotas as required.
7. To chair and attend the full range of case planning meetings, referral order meetings, DTO meetings and any other risk planning meetings as required.
 8. Liaise, and to work jointly, with colleagues and staff from other agencies, as appropriate, and liaise with other agencies on behalf of existing service users.
 9. To maintain personal and professional training and development to meet the challenging demands of the job.
 10. 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.
 11. To performance manage the team to ensure the statutory objectives within relevant service plans, including, but not limited to, CYOS's annual Youth Justice Plan.
 12. Maintain performance and develop practice and experience in line with personal targets as agreed with line manager through supervision.
 13. To comply with the requirements of the relevant professional body if applicable, for instance Social Work England.
 14. Any other duties and responsibilities within the range of the salary grade.
 15. The post holder should work flexibly outside office hours including working evenings, weekends and Bank Holidays to meet the needs of the service.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare

- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

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

Responsible for:

Responsible to:

Date Reviewed: March 2020

Updated: March 2020



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Area	Description
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Knowledge:	<ul style="list-style-type: none"> Relevant legislation, regulatory frameworks, national and local initiatives, policy and guidance primarily in relation to Youth Justice. This must take account Children and Families and Young People, including those in need of safeguarding and looked after.
	<ul style="list-style-type: none"> A thorough knowledge of current criminal justice legislation, relevant Children’s legislation, and Youth Justice Board National Standards.
	<ul style="list-style-type: none"> Comprehensive understanding of the range of service users’ needs and the range of service provision to meet need.
	<ul style="list-style-type: none"> Knowledge of assessment methods, risk management and intervention models.
	<ul style="list-style-type: none"> Understanding of equality issues, particularly within the context of delivering in a criminal justice setting.

Skills and Abilities:	<ul style="list-style-type: none"> Able to undertake an assessment of the needs of young people open to CYOS and support the Service’s improvement in the implementation of new policies, procedures and interventions.
	<ul style="list-style-type: none"> Use desistance focused approaches to promote best outcomes for young people, their families, and victims.
	<ul style="list-style-type: none"> Effective communication skills, i.e. face-to-face, using the telephone, and writing complex letters, reports and records. Working under pressure, meeting deadlines and dealing with interruptions
	<ul style="list-style-type: none"> Self-organisation skills, including coping with duty and an allocated workload, prioritising tasks to achieve goals and meet deadlines, be self-motivated, work autonomously and seek advice when necessary.
	<ul style="list-style-type: none"> A commitment to working in an anti-discriminatory and non- judgmental manner.
	<ul style="list-style-type: none"> Able to follow specific procedures and work within guidelines, using support and supervision appropriately.
	<ul style="list-style-type: none"> Ability to deputise in the absence of YOS Team Managers; for example, to chair Service meetings, partner meetings and cover manager Duty tasks.

	<ul style="list-style-type: none"> • Skilled in managing, supporting, developing and motivating staff.
Experience:	<ul style="list-style-type: none"> • Minimum of 3 years post qualifying statutory experience working with young people and/or young adults in a criminal justice field.
	<ul style="list-style-type: none"> • Ability to work well with colleagues, including managers, as a member of a team.
	<ul style="list-style-type: none"> • Ability to develop and maintain effective relationships with young people and/or young adults in a criminal justice field children, their families and victims.
	<ul style="list-style-type: none"> • Able to independently manage a complex workload with appropriate supervisory input.
	<ul style="list-style-type: none"> • Experience and confidence in court work.
	<ul style="list-style-type: none"> • Able to develop areas of practice on behalf of the service.
	<ul style="list-style-type: none"> • Experience of working with children, families and/or young adults, in a statutory criminal justice setting and demonstrate a range to carry out a range of statutory tasks and processes.
	<ul style="list-style-type: none"> • Having completed recording/administrative procedures in line with experience.
	<ul style="list-style-type: none"> • Demonstrable experience of the use of a range of evidence based interventions to effect change.
	<ul style="list-style-type: none"> • Ability to incorporate research into practice.
	<ul style="list-style-type: none"> • Able to offer professional supervision to staff and volunteers as required, including matters of staff development and performance
	<ul style="list-style-type: none"> • Team membership and participation.

Educational:	<ul style="list-style-type: none"> • Degree /MA in Social Work, Dip SW, CSS or CQSW (or relevant Social Work England validated Social Work qualification from another country), relevant Probation Qualification or Youth Justice Degree. To have completed or be willing to work towards relevant continuing Professional Development.
	<ul style="list-style-type: none"> •
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Special Requirements:	<ul style="list-style-type: none"> • 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).
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Date Reviewed:

Updated: March 2020