

# OIC JUNIOR ATTENDANCE CENTRE



**PLYMOUTH**  
CITY COUNCIL

## Role Profile

<b>Title</b>	OIC Junior Attendance Centre	
<b>Grade</b>	GRADE I	
<b>Reference:</b>	N982	
<b>Reports to:</b>	Team Manager	
<b>Work style Definition</b>	Office based hot-desk/touch down worker	
<b>Job Type:</b>	Professional	
<b>Primary purpose of role</b>	<p>Junior Attendance Centres (JACs) are designed to work with children and young people between the ages of 10 and 17 years. Their aim is to support the reduction of re-offending by children and young people as part of a court ordered sentence.</p> <p>The post holder is responsible for the development of efficient and effective management of the activities within the JAC ensuring that a safe environment is provided for children, young people and staff and is conducive to learning and the development of appropriate skills for entry into education or employment.</p> <p>The post holder will also ensure all relevant court orders are disposed of and completed in accordance with Youth Justice National Standards and the JAC complies with the requirements of the Youth Justice Board JAC Operating Model, ensuring that young people in attendance gain maximum benefit from their experience within the Centre with a view to preventing future re-offending behaviour.</p>	
<b>Key accountabilities and key measures</b>	<p><b>Role outcomes</b></p> <ul style="list-style-type: none"> <li>▪ The Officer in Charge must review the experiences of the young people in order to improve services and assess performance and collate performance data for YJB returns. This information must reviewed to ensure adequate training is provided to contribute to personal and team development. (25%)</li> <li>▪ The Officer in Charge must ensure the Junior Attendance Centre premises are suitable and hazard free. The Officer in charge must ensure the centre is appropriately staffed at all times. Programs</li> </ul>	<p><b>Role measures</b></p> <ul style="list-style-type: none"> <li>▪ Take responsibility for the JAC's overall performance and driving service improvement and development to promote a culture of continual improvement in the quality, diversity and performance management of services by setting challenging SMART targets, and ensure safe practices, robust assessments, management of risk and effective evidence based interventions around young people's risk of offending.</li> <li>▪ Provide high quality performance information to the YOT leadership team and management board. Provide analysis to inform recommendations for service</li> </ul>

	<p>should be designed to be enjoyable whilst reducing the risk of re-offending and standards of behaviour of young people attending the Centre are upheld in accordance with local policies. Any inappropriate behaviour including any that may be sexist, racist, homophobic, violent and/or which may emanate from gang affiliation must be challenged to maximize the number of successful completions of programs within the Centre (50%)</p> <ul style="list-style-type: none"> <li>▪ The Officer in Charge must review all referrals received for Children and Young People asked to attend the Junior Attendance Centre ensuring the risks posed can be managed whilst ensuring the safety of other Children and Young People as well as staff attending. (25%)</li> </ul>	<p>improvement and development and ensure JAC performance meets recognised standards set nationally and locally.</p> <ul style="list-style-type: none"> <li>▪ Maintain a healthy, safe and secure environment, undertaking appropriate risk assessments and behaviour management strategies that comply with the JAC Operating Model, YOT guidance and the City Council's health and safety policy.</li> <li>▪ Directs the work of the Sessional workers at the Junior Attendance Centre</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Addressing any inappropriate behaviour including sexist, racist, homophobic, violent and/or which may emanate from gang affiliation. (5%)</li> <li>▪ Notifying the young person where needed of their requirement to attend. (5%)</li> <li>▪ Ensuring that any requirements avoid conflict with the offenders' religious beliefs, their time at school/other education establishment/any other youth rehabilitation order. (5%)</li> <li>▪ Risk assessing all young people attending the centre to ensure they don't post a risk to themselves, other young people or staff. (15%)</li> <li>▪ Observing and evaluating policies. (10%)</li> <li>▪ Consulting and sharing information about young people as needed. (15%)</li> <li>▪ Regularly reviewing the delivery of services ensuring that the quality of interventions and tuition is of a high standard. (5%)</li> <li>▪ Reviewing the experiences of the young people in order to improve services. (5%)</li> <li>▪ Assessing your own performance, attending training courses and contributing to personal and team development. (5%)</li> <li>▪ Inducting new members of staff (10%)</li> <li>▪ Collating performance data for YJB returns (20%)</li> <li>▪ Carry out other duties appropriate to the grade of the post.</li> </ul>	
<b>Essential qualifications/</b>	<ul style="list-style-type: none"> <li>▪ Degree or higher qualification in a relevant youth, health or social care field.</li> <li>▪ Relevant professional qualification and /or relevant training in a youth</li> </ul>	

<b>knowledge</b>	<ul style="list-style-type: none"> <li>offending, probation or social care field.</li> <li>Knowledge of Health &amp; Safety procedures and legislation.</li> </ul>
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>Have experience in working with youth offenders or young people with behavioural problems.</li> <li>Have an awareness of Cognitive Behavioural Therapy.</li> </ul>
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>Have a thorough knowledge of the Youth Justice System.</li> <li>Experience of legislation, working guidance, policy and procedures.</li> <li>Experience of assessment, risk management and planning interventions for children, young people and families.</li> <li>Have good IT skills to include Word and Excel.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>Have experience of managing/supervising staff, although this is not essential. Experience in a youth work setting.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>Effective communication skills (written, verbal and use of technology) including the use of AssettPlus and Childview recording systems.</li> <li>Ability to forward plan for up to one year to enable quality service delivery and meeting of performance indicators and statutory requirements.</li> <li>Ability to build effective relationships with Children / Young People to effect change.</li> <li>Excellent time management skills and ability to prioritise competing demands for themselves and to support their team members to develop this skill.</li> <li>Ability to use strategies that promote professional resilience and management of self in circumstances that may at times be challenging.</li> <li>The nature of the role includes lone working in home environments where basic rules of hygiene and safety are not observed and where the unpredictability of the home environment can also result in the potential risk of abuse and violence.</li> <li>Involvement on a daily basis with service users who are experiencing or who have experienced all forms of child abuse. The subject material is often distressing and this is an integral feature of the role.</li> <li>Due to service users experiences and their emotional state often of anxiety/ distress there is a heightened risk that the post holder may experience, sometimes on a regular basis, significant verbal abuse, aggression and other anti-social behaviour from service users and/or members of the public.</li> <li>The post holder may be required to operate across different sites and to travel out of area.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> </ul>	

- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.