

## Job Description

Job title	Education Coordinator
Directorate	PEOPLE : Children and Adults
Division	Youth Justice Service
Range	MPR 5
Reports to	Youth Justice Team Manager

---

### Main purpose of the job:

The primary objective of the Youth Justice Service (YJS) is to prevent offending and reoffending by young people. To achieve this the YJS provides a range of statutory and voluntary services to young people who have offended, their parents/carers, and to victims of youth crime. The YJS also provides a range of services to the Court and works closely with other partner agencies to safeguard young people and the community whilst at all times promoting the welfare of children who are supported by the service.

Education is a statutory partner within YJS and has a significant role to play in supporting children. Research has identified that children in the criminal justice system often have special educational needs or speech and language difficulties which can have a negative impact on their education.

Children in need of support from the Education Officer may have been dealt with by the Courts, through an Out of Court resolution or are receiving support on a voluntary basis to prevent them from offending. All children will be eligible for support that maximises their chances to get the best education available.

The job purpose of the Education Officer is to ensure that all children supported by the YJS receive their statutory entitlement to education and services as well as to offer support to children to move onto further training and employment.

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities and outcomes:

Lead the team in promoting best practice in respect to achieving positive educational outcomes to children.

To work with young people open to the YJS, and to engage them in education and positive behaviour in and out of school. To enable young people to fulfil their potential, develop self confidence and a positive attitude to learning thereby reducing the risk of offending.

## Medway Council Job Profile

To work in partnership to ensure that every young person of statutory school age known to the YJS has an appropriate and suitable education provision in line with their assessed capabilities.

To increase participation in education; and advocate for young people who have offended and are excluded, truanting or at risk of failing to achieve at school and encourage parents/carers to support their learning.

To work with a wide range of agencies and provide education expertise within the Youth Justice Service. This will include liaison with schools and education providers to ensure that the needs of YJS children are understood and met by education colleagues. It may include offering support to the child whilst they attend education if the support assists the child in maintaining their education placement.

Provide interim education support directly to young people for those young people not in education, whilst alternative arrangements are being put in place such as mainstream or college placements.

To work with children who have special educational needs (SEN) and ensure that they receive special educational provision. The post holder is expected to work closely with key partner agencies to ensure positive interagency working whilst in custody and for support to be put in place immediately on release.

To develop links with the Virtual School for those children who are looked after and known to YJS.

To act as a SPOC in SEN team regarding EHCP.

To provide YJS with information and advice on educational matters including legislation, policy and working practices. Provide information from schools for Court and Panel Reports to report writers including any EHCP's.

To act as YJS link for education providers. Act as the link for the Youth Rehabilitation Order education requirement and will assess the young person, and liaise with the school and appropriate agencies to agree the requirements of the order.

To support a smooth transition for children turning 16 into future plans, working closely with providers.

Regularly review and evaluate the effectiveness of service delivery to children. This will include the development and collation of feedback mechanisms and evaluation processes to assess the quality and impact of support to children and the delivery of education interventions to inform future practice.

Maintain up-to-date knowledge of legislation, statutory guidance, research and council policy and procedures to ensure our statutory educational responsibilities to children supported by the YJS are met.

Demonstrate good practice in the application and understanding of identity and diversity, ensuring that support offered to children is inclusive and culturally sensitive. |

At the manager's discretion, other activities may be assigned that fit the job description.

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

## Medway Council Job Profile

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

### Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

### Organisation:

This role reports to the Youth Justice Practice Manager.

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

## Medway Council Job Profile

### Working Style:

[HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.]

## Person specification

All criteria at level A should be considered essential requirements.

### Qualifications

#### Level A

[A relevant qualification or equivalent professional experience in education, youth work, youth justice, or children's services.]

#### Level B (in addition to level A criteria)

Professional qualification relevant to education, youth justice, or children's services or substantial relevant experience.

#### Level C (in addition to levels A and B)

[Qualified Teacher Status (QTS).

Additional qualifications in SEND, youth justice, trauma-informed practice, or assessment.]

### Knowledge

#### Level A

[Basic understanding of the education system in England, including mainstream and alternative provision.

Awareness of the challenges faced by vulnerable children and young people, including those involved in the youth justice system.

Understanding of child-centred practice

An awareness of children's social care legislation.

Knowledge of safeguarding requirements with the ability to make sound judgements in relation to risk and protection.]

#### Level B (in addition to level A criteria)

Good working knowledge of:

- Education, Training and Employment (ETE) pathways.
- Barriers to education, including exclusion, non-attendance, SEND, trauma, and instability.
- The role of education in reducing re-offending and supporting desistance.

Knowledge of multi-agency working, including schools, Virtual School, SEN services, and training providers.

#### Level C (in addition to levels A and B)

Detailed understanding of:

- Youth Justice Service frameworks (e.g. AssetPlus, resettlement planning).
- Custody, remand, and resettlement education arrangements.

## Medway Council Job Profile

- Inspection and quality assurance requirements (e.g. Ofsted, HMIP).

### Experience

#### Level A

- Experience of working with children and young people, particularly those who are vulnerable or disengaged.
- Experience of working collaboratively with other professionals or agencies.
- Experience of maintaining accurate records and contributing to reports or plans.
- The ability to write reports, contribute to assessments and maintain performance monitoring spreadsheets

#### Level B (in addition to level A criteria)

- Supporting children or young people to access, re-engage with, or sustain education or training.
- Contributing to assessments, plans, or reviews within a structured framework.
- Advocating on behalf of children with education providers and partner agencies.
- Working within safeguarding and information-sharing requirements.

#### Level C (in addition to levels A and B)

- Working within a Youth Justice Service, Virtual School, Alternative Provision, or custodial setting.
- Supporting children subject to bail, remand, or custody.
- Contributing to audits, inspections, or service improvement activity.
- Delivering training or advice to practitioners on education-related matters.

### Skills

#### Level A

- Able to work on own initiative.
- Proficient in the use of Microsoft Word, Excel, and Outlook
- Able to engage with children in child first manner.
- Able to engage adults in a professional manner.
- Ability to work as part of a team and follow agreed procedures and guidance.
- Basic organisational skills, including the ability to prioritise tasks and meet deadlines.
- Ability to maintain accurate written records and contribute to case notes or reports.
- Able to communicate clearly and effectively in a professional manner - written and verbal skills.
- Skilled in building trust and rapport across diverse communities

#### Level B (in addition to level A criteria)

- Strong engagement and motivational skills, particularly with children and young people who face barriers to education.
- Effective advocacy and negotiation skills to challenge, influence, and support education providers and partners.
- Ability to assess educational needs and translate these into clear, practical actions within plans.
- Strong professional communication skills, both written and verbal, including report writing and participation in meetings.
- Ability to work confidently within a multi-agency environment, balancing differing demands and professional perspectives.
- Good problem-solving and decision-making skills, particularly in complex or time-pressured situations.

## Medway Council Job Profile

- Ability to manage confidential information appropriately and in line with safeguarding and data protection requirements.
- Ability to work flexibly, manage competing priorities, and respond to emerging risks. |

### Level C (in addition to levels A and B)

- Advanced skills in de-escalation, conflict resolution, and restorative approaches.
- Ability to provide specialist advice or guidance to colleagues on education, SEND, and ETE pathways.
- Skills in quality assurance, audit, and preparation for inspection or external scrutiny.
- Ability to analyse data and trends relating to attendance, engagement, and outcomes.
- Presentation and facilitation skills, including delivering briefings or training to partners and practitioners.
- Strategic thinking skills, including contributing to service development and improvement planning.
- Ability to maintain professional resilience and reflective practice when working with complex cases