Education, Employment and Training Case Worker

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**Date added:**

**Location:** Bicester

**Company:** Education, Employment and Training, Education Service



**Job Details:**

**Salary Range:** £34,434 to £37,280 (pro rata)

**Work location:**Bicester / Agile

**Hours per week: 22.5**

**Contract Type:** Permanent

**Closing Date:**  11th October 2025

You will contribute to the Council’s strategy to support vulnerable children and families. You will work directly with a caseload of NEET (not in education, employment or training) young people and provide effective and inspirational interventions to ensure they access suitable learning and employment. To do this you will have experience of working with families and young people; advocating on behalf of young people as well as overseeing/attending multi-agency meetings to plan the best possible outcome for the young people we work with. You will need to be pro-active, creative and have a flexible approach to support the various challenges that face young people that are NEET.

Working collaboratively with schools, colleges and local partners the EET team offer regular information and signposting for any young person aged 16 to 18 (up to 25 if child we care for or has an EHCP) who needs support finding learning or employment.

In addition to case work you will also have a list of NEET young people that need regular contact and offers of support and signposting to ensure they have every opportunity to access EET; this is in line with Raising the Participation age [Raising the participation age - GOV.UK](https://www.gov.uk/government/collections/raising-the-participation-age). You will need excellent communication skills and have had experience working within a multi-agency approach for supporting families and vulnerable young people as well as networking within the local community and being aware of all opportunities available. We have a part time position (32 hours) covering Bicester and surrounding areas.

This is an exciting opportunity to be a part the of EET service and make a difference to a young person’s ambitions and future learning and employment.

**Job Purpose:**

* To contribute to the Council’s strategy to support vulnerable children and families
* To work directly with a caseload of NEET young people providing effective interventions to support young people into suitable learning and employment both on a one-to-one support basis and via enquiries to our website www.oxme.info
* To work collaboratively with colleagues in Children’s Services and Education Service in the local area ensuring effective outcomes for young people
* To develop close working links with partners in the local area including schools, colleges and other post 16 providers and local employers/apprenticeship providers

**Role Responsibilities:**

* Establish and maintain regular, meaningful contact with an allocated caseload of young people supporting these young people into EET; ensure that all 16- and 17-year-olds on the caseload have a suitable offer of learning by September
* To use a variety of skills and innovative approaches to engage with young people who are NEET or at risk of NEET over the phone, online and in person i.e. home visits, meeting in the community
* To work with local schools and colleges to ensure those at risk of NEET are highlighted to the EET service in a timely way
* Work closely with Children’s Service and Education Service colleagues in the local area to ensure timely and effective input to cases and with leads including the Youth Justice service, Virtual School, Early Help, Social Care, EHCP team, Corporate Parenting and Targeted Youth Service ensuring all post 16 NEET young people are offered appropriate support
* To meet targets for tracking, referrals and case work as set by the Case Manager and EET Service Manager
* Use the Outcome Star (Work Star) with young people to support the creation of an effective action plan for moving into EET – enabling young people to find solutions to barriers, build confidence and motivation whilst working in a young person centred approach
* To support young people to use the Oxme.info website and support and monitor applications and offers, acting as an advocate where appropriate
* Develop and maintain relationships with learning providers and other local partners and an excellent understanding of provision for young people and referrals routes
* Using AQAs to encourage young people with barriers to EET to build confidence and increase their knowledge and aspirations
* To use ICT effectively in undertaking the duties of the role. Recording information on young people in a timely and accurate manner on the relevant ICT systems, ensuring accurate and timely updates of the NCCIS database in line with statutory time-tables and Oxfordshire County Council’s own data recording policy
* Maintain knowledge of statutory duties and policy changes that affect young people
* To ensure Oxfordshire County Council’s safeguarding processes and procedures are used and safeguarding issues identified and addressed appropriately

**Role Requirements:**

Qualifications, Training and Professional Registrations:

* Level 4 IAG qualification or equivalent qualification related to working with young people

Skills and Knowledge:

* Well evidenced skills and experience in working with NEET young people including most vulnerable young people both one to one and targeted groups
* Knowledge of post 16 provision, funding routes and support available for vulnerable young people
* Knowledge of statutory and other requirements when working with NEET young people including September guarantee, RPA, Risk of NEET indicators and statutory protocols
* Able to use solution focused work to produce realistic goals and effective outcomes for young people
* Knowledge and understanding of the application of safeguarding principles
* Experience of working with partner organisations to support the needs of NEET young people and those at risk of NEET
* A clear understanding of data protection, handling confidential information and operational knowledge of sharing information under these data protection protocols
* Able to work confidently and independently with young people in a range of settings

Interpersonal skills:

* Able to communicate with partners to engage them to work collaboratively when appropriate, including schools, colleges and others in the local community
* Able to work under own initiative and think creatively within the boundaries of the job description, OCC policies and procedures and statutory requirements
* Able to follow instructions and comply with policy and procedure
* Able to maintain effective performance, identify self- development and undertake appropriate training in negotiation with line manager

Personal Qualities:

* Able to operate as part of a team providing timely and appropriate inputs to team meetings and working collaboratively with colleagues
* Able to lone work, understanding the necessity of and adherence to health and safety procedures and professional boundaries
* Able to travel around designated area when meeting young people plus community partners, meetings and training etc
* Able to build effective relationships with young people to support progression, understanding barriers and issues facing young people
* Able to work professionally and confidently
* Able to translate learning and skill development into effective practice and develop

Key Competencies:

* Ability to apply IAG knowledge or equivalent knowledge in the field of supporting young people, skills in working with young people and legislative requirements to provide the best outcomes for young people’s transition to EET

Equal Opportunities:

* Understand the principles and concepts of equal opportunities and translate these into practice
* Confront, and where appropriate report, inappropriate language or behaviours, including bullying, harassment or discrimination

Special Requirements:

* Satisfactory Disclosure and Barring Service (DBS) check
* Ability to travel to and access a variety of premises
* Commitment to inter-agency working
* Commitment to whole family working
* Flexibility in working arrangements/locations/hours to meet operational requirements

*For more information about the EET service see* [www.oxme.info](http://www.oxme.info)

*Or call Tricia Duncan 07393001023 or Elaine North on 07785453261*

**Vetting Requirements:**

This post is subject to a Criminal Records Check

**Contact details for an informal discussion:**

Please email eetreferrals@oxfordshire.gov.uk

Our Organisation is committed to safeguarding and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

 As a Disability Confident employer we guarantee an interview for disabled applicants who meet the essential criteria for the job. We also guarantee interviews to care leavers who have completed further education and who meet the essential criteria for the job. For those leaving care without any further education we guarantee an interview for our apprenticeships.

All posts, unless stated otherwise, are open to part time working and job share arrangements.