

# Lancashire County Council

## Role Profile - Operational Context Form

**Post title: Ex Service Personnel Mentor - Pupil Support**

<b>Directorate:</b> Corporate Services			<b>Location:</b>	Children's Services Contextual Safeguarding Teams	
<b>Establishment or team:</b>		Contextual Safeguarding – North, Central and East		<b>Post number:</b>	
<b>Grade:</b>	Grade 5	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	Yes

**Scope of Work – appropriate for this post:**

- In liaison with allocated social workers, mentor or support young people directly.
- Offer mentoring to an identified cohort of children who are experiencing harm outside of the home, for example: anti-social behaviour, criminal exploitation, youth violence.
- Working as part of a multi-disciplinary team utilising a whole-family approach to enhance strengths at home and ameliorate contextual risk factors
- Ensure close links to education and training, reducing the risk of exclusions and offering skills mentoring for children to channel entrepreneurial skills in a pro-social way
- Engage children and young people in social activities to divert them away from the risk they face

**Accountabilities/Responsibilities – appropriate for this post:**

1. Provide customised mentoring to identified young people within contextual safeguarding teams
2. Liaise with allocated social workers and other professionals to provide particular support to identified children to support them to achieve positive outcomes within the community and engage in education, training or employment.
3. Provide input to the identification of needs, assessing those children needing additional support and liaising with relevant professionals in the development of the child's individual care plan
4. Work in a one-to-one relationship with identified children and young people to implement an agreed plan of support
5. Provide support to children through engagement in a range of activities and opportunities available to them within their local community
6. Collate information and maintain records for children and young people.
7. Provide support and advice to children to promote their social needs, personal safety development
8. Assist in resolving relationship issues between peer groups
9. To engage in multi disciplinary supervision
10. To complete all elements of the Training Plan within agreed timescales

This is an essential car user post you will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances, consideration may be given to applicants who as a consequence of a disability are unable to drive.

<b>Additional supporting information – specific to this post.</b>		
<b>Indicative knowledge, skills and experience</b>		
<ul style="list-style-type: none"> <li>• This context form has been provided to outline the accountabilities and responsibilities of the post holder whilst undertaking the role of supporting children and young people in the capacity of a mentoring relationship. Post holders will not be required to undertake the duties of social workers.</li> <li>• The post holder must be a Lancashire resident.</li> <li>• Working towards accredited qualifications for learning and development.</li> </ul>		
<b>Prepared by: Lisa Sowden</b>	<b>Childrens Services</b>	<b>Date: 17<sup>th</sup> August 2023</b>

**The above form** sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

#### **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

#### **Customer Focus**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

#### **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

## Grade Profile

### Level Five – Operative / Support (Grade 5)

<b>Level Five Purpose</b> To apply practical methods, techniques, work procedures or processes in support of, or delivery of, the service.
<b>Scope of Work</b> Role holders will undertake a range of standardised procedures, some of which maybe relatively complex, and use associated tools and equipment. Role holders may be expected to respond independently to unexpected problems or situations.
<b>Accountabilities/Responsibilities</b> Role holders may be responsible for: <ul style="list-style-type: none"><li>▪ Instructing and checking the work of others; or</li><li>▪ Planning and organising tasks; or</li><li>▪ Interpreting information, solving task-related problems or implementing regulations; or</li><li>▪ Producing work of the required standard; or</li><li>▪ Providing advice and guidance on established internal policies and procedures.</li></ul>
<b>Skills, knowledge and experience</b> <ul style="list-style-type: none"><li>▪ Previous relevant experience or the ability to demonstrate the competence to carry out the job.</li><li>▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.</li><li>▪ Enhanced skills appropriate to the job discipline.</li></ul> <p>In addition to the skills, knowledge and experience described, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Measures</b> <ul style="list-style-type: none"><li>▪ Completion of work to required standards and deadlines.</li></ul>

## Lancashire County Council

Person specification		
Job title: Ex Service Personnel Engagement Mentor	Grade: Scale 5	
Directorate: Corporate Services	Post number:	
Establishment or team: Skills, Learning and Development		
Requirements	Essential (E) or Desirable (D)	To be identified by: application form (AF), interview (I), test (T), or other (give details)
<b>Qualifications</b>		
Relevant qualifications in Literacy and Numeracy which would enable successful completion and achievement of qualifications applicable to the mentoring programme.	E	AF/I
Driving licence	E	AF
<b>Experience</b>		
Ex Service Armed Forces Personnel experience	E	AF/I
Ex Service Armed Forces Personnel (evidenced by certificate of service)	E	I
Experience of meeting deadlines whilst maintaining quality and quantity of work	E	AF/I
Experience of working with children young people and families	E	AF/I
<b>Knowledge and skills</b>		
Ability to work independently without close supervision	E	AF/I
Ability to identify the needs of young people from a diverse range of backgrounds and provide support	E	AF/IT
Ability to communicate and work with young people	E	AF/I/T
Ability to communicate with multi agency partners and professionals	E	AF/I/T
Ability to make informed decisions and sound judgements	E	AF/I/T
Ability to support and nurture others in a coaching or mentoring environment	E	AF/I/T
Ability to work with challenging young people in the community	E	AF/I/T
Ability to work as part of a team	E	AF/I
Ability to produce reports and maintain records	D	AF/I
Ability to form, agree and implement action plans with young people	D	AF/I
Ability to use Microsoft office applications	D	AF/I
Knowledge of children's social care policies and procedures	D	AF/I
Literate and numerate	E	AF/I

<b>Other (including special requirements)</b> 1. Commitment to equality and diversity 2. Commitment to health and safety 3. Display the LCC values and behaviours at all times and actively promote them in others 4. Commitment to attendance at work 6. Resident of Lancashire	E E E  E E	AF/I AF/I AF/I  AF/I AF/I
<b>Date: 17<sup>th</sup> August 2023</b>		

# LANCASHIRE COUNTY COUNCIL

## PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher/Head of Service/Line Manager. If any assistance is required in completing this form, please contact the Health and Safety Team.

This form **must** accompany the Vacancy Authorisation Form (REC1) when requesting clearance to advertise and accompany any referral to the Occupational Health Service for the pre-employment medical clearance of a candidate for appointment.

### **CONFIDENTIAL**

Team/Establishment	Skills, Learning & Development
Post/Job title	Ex Service Personnel Mentor
Description of main activities the employee will be required to undertake (or attach job description) see attached job description	
Form completed by: (print name) Adam Lewis	

### **A. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.**

		YES	NO
1	Work at heights ( <i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits ( <i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions ( <i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome ( <i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Lancashire County Council, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances ( <i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; gluteraldehyde; latex gloves</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products ( <i>e.g. some paints</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**B. The job to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)**

**This section is for the information of applicants and does not facilitate a referral to Occupational Health.**

		YES	NO
10	Occupational fieldwork or work in extreme conditions ( <i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11	Face to face contact with the public/service users ( <i>e.g. at sensitive front line posts re abuse, aggression, assault</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
12	Working in isolation/lone working.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
13	Work with electrical wiring ( <i>e.g. colour blindness</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: ( <i>e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock ( <i>e.g. risk of weils disease, other animal borne diseases, zoonoses</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16	Manual handling ( <i>other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17	Working with vulnerable service users ( <i>e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
18	Work involving repetitive movements or forced posture ( <i>e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling</i> ).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
19	Work as a regular display screen user ( <i>where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period</i> ).	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

N/A

Head of Service/Line Manager/ Name of Headteacher ( <i>please print</i> )		Vanessa Carthy	
Signature:			
Telephone Number:	01772 530642	Date:	31 <sup>st</sup> March 2022