

Appendix 1 - Team roles – headline detail

Education Team

Comprises 7.5 FTE PAs working in each of the 7 secondary schools, 2 private schools, KS4 Engagement, Phoenix House and Queen Elizabeth Sixth Form College, Carmel College and Darlington College.

- Each PA will hold a nominal caseload of approximately 340 – 750 depending on school cohort Target group of young people that will range from 30 – 50% of that cohort.
- Target Group determines the level of support and the core offer to each young people: 1 – intensive; 2 – requiring some support; 3 - no support needs identified
- Indicators that determine support and potential NEET are: SEN, Action, Action+, LAC, YOS, Teen Parent, predicated GCSE grades, attendance, vocational aspiration, free school meal entitlement, CAF referral from school.
- Deliver and support a range of activities within school / college as detailed in the “Annual Activity Calendar” that meets the IAG standards
- This activity calendar is monitor and reviewed by the lead school / college PA with the Connexions Education Team Leader and a senior designated member of staff from the senior management team.
- Young people are consulted in the range of activities delivered that will support them to make informed decisions regarding career planning, aspiration and transition
- A range of assessment tools and information is gathered to identify young people who benefit from additional support at each key stage
- Connexions has a statutory requirement to support monitor and review all young people SEN Years 9 -11 and in post 16 Education if at a specialist provision
- Each PA holds a nominal caseload of approx 360 – 750 depending on the school cohort of which approximately 40 – 55% are identified as require ring additional support
- Transition reviews at each key stage are also undertaken for young people YOS, LAC, and Teenage Parent.
- |All young people in Target groups 1 & 2 are seen by a Connexions PA
- Education PAs work in the OSS 0.5 days per week

There is a robust transition strategy in place for those young people leaving school in Year 11 that extends beyond their academic year to ensure that every young person receives the level of support they require to make a successful transition and every young person has an offer of learning.

SEN Team

1.4 fte PAs working within the Education Village, Haughton and Beaumont Hill Provision and Darlington College Pathways.

- They work collaboratively with both Children’s Disabilities Team and Adults Social Care to ensure each young person has a clear well supported transition pathways and work very closely with parents and carers.
- Compile funding applications to the LSC for young people who are seeking out of county post 16 education provision.
- Monitor track and support young people who are educated outside the Local Authority as per the requirements of Section 140 Children’s Act.
- Support young people returning to live and learn in Darlington with SEN

- Provide inst training and additional support the whole Connexions service.
- As per the Education Team they also negotiate an “Annual Activity Calendar” with their individual institutes

Target Team

6.5fte PAs working primarily with post 16 young people both NEET and EET.

- Dedicated Personal Advisers working with YOS, LAC / LC teams and Teenage Parents, within Central House and Children’s Centre. All are integrated into the respective teams.
- YOS PA see attached job role
- Employer Engagement Team works across the LA to promote employment opportunities and apprenticeships, take vacancies, support with recruitment and liaise with economic regeneration team of the LA
- Each PA is also the lead PA for a particular training provider DBC, JHP, NACRO etc and is responsible for sustaining young people in training both e2e, program lead pathways and apprenticeships. Reviewing individual learning plans (ILP) at 6, 12 and 22 weeks and half yearly.
- Undertaking annual reviews for all LDD SEN young people and those as identified as requiring additional support needs to sustain learning
- NEET caseloads vary from 35 – 55 but can rise to over 70 depending on the time of year.
- Referrals come from a variety of sources but mainly through self referral and early identification from partner agencies.
- Education PAs work in the OSS 0.5 days per week

OSS Team

3 fte PAs manage and deliver services from the Connexions One Stop Shop over three days per week. OSS is open Monday – Thursday 9.30am – 5pm and Friday 1pm – 4.30pm.

- All PAs working in the OSS needs to have a comprehensive range of IAG
- To enable them to meet the needs of any young person accessing the OSS.
- They each hold a NEET caseload of 35 – 50 young people
- Provide support to the Keeping in Touch Worker to monitor and track young people who have become unknown to Connexions.
- They maintain the Connexions Resource Centre, internet access, support in job search, CV building etc.
- A Teen Clinic run by the School Nurse team delivers a clinic to young people Monday – Thursday 3.45pm – 5pm offering IAG services on personal health and well being, pregnancy testing, contraception and Chlamydia screening.
- Job Centre Plus signs young people in receipt of benefit from Connexions Tuesday and Thursday 10am -12pm

All young people engaged with a PA on a 1-1 basis have a typed action plan that takes into consideration their aspirations, needs and details agreed targets and outcomes. The action plan is reviewed regularly based on individual need.