



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Youth Justice Practitioner (unqualified)
Service	Children Services
Team	Prevention and Youth Justice Service
Location	The Courthouse, Erfstadt Court, Wokingham, RG40 2YF
Reports to	Assistant Team Manager
Responsible for	N/A
Grade	Grade 6
Contract Type	Permanent/Fixed term

Main Accountabilities	
1.	To complete and pass the Youth Justice Effective Practice Certificate (YJEP) within 18 months of being in post.
2.	To hold a mix of prevention and diversion caseload of up to six, eight or 10 children at any one time depending your time in post (up to six month/up to 12 months/after 12 months respectively)
3.	To act as Appropriate Adult in PACE interviews and complete Return Home Interviews for Wokingham children that have been missing.
4.	To complete good quality, timely assessments and write Out of Court Resolution Screening reports.
5.	To co-produce with children effective, tailored and responsive intervention plan and deliver interventions underpinned by child first, relational and trauma responsive approaches.
6.	To keep timely, accurate and effective records for each case.
7.	To deliver group work and workshops to children and parents.





Person Specification	Essential	Desirable
Education/Qualifications	GCSE English + Maths	Systemic Practice certificate Child First qualification Additional degree qualification
Experience	Working with children or vulnerable adults in any capacity Managing a caseload of children or vulnerable adults	Working in multi-agency settings, sharing information and contributing to shared plans and goals to improve outcomes for children and families Keeping accurate written records for children/adults
Skills/Knowledge	Analytical skills to be able to assess the facts and context presented by each child and family Report writing skills to be able to write reports for a variety of audiences, breaking down and summarising complex concepts and using good English Experience of working in a high paced environment, juggling various responsibilities simultaneously while working towards tight deadlines. Manages own time and prioritises work and supports other colleagues to meet agreed deadlines. Keeps accurate, timely and effective records and understands the importance of this aspect of the job.	Knowledge of relevant youth criminal justice legislation, including victims' code Knowledge of the Youth Justice Board case management guidance Knowledge of the Child First framework Knowledge and experience of systemic and trauma responsive approaches to support children, families and victims

Purpose Details	
Service Purpose	To prevent children's (re) offending and support victims of crime.
Role Purpose	To support children's shift to a pro-social identity to prevent them from (re) offending. To supervise children and support victims to ensure we keep children, victims and communities safe.





Supervision and Relationships

Supervision Received	You will be supervised by the assistant team manager
Supervision Given	n/a
Contacts	

Resources/Budget Management

No budget responsibilities.

Special Requirements

Enhanced DBS
 Occasional evening and weekend work may be required
 Valid driving licence
 Access to a car every day

Occupational Health Risk Assessment

Details

Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	N

Nature of the Role

Details





WOKINGHAM
BOROUGH COUNCIL

Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid-Office, Home, Community

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Children Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
N/A

Evaluation Declaration	
Date of Evaluation:	19/02/2026
Evaluated by:	HR Panel

