

Job title: Education Support Officer: post-16 and previously looked after children

Department: Children and Adults

Service: School Access and Improvement

Section: Virtual School

Grade: GLPC – G

Post reference number:

Job purpose

The Nottingham City Virtual School successfully operates to support our most vulnerable children and young people to access high quality education and to achieve their full potential. The role of the Virtual School is to raise educational aspirations and narrow attainment and progress gaps to improve educational outcomes for our children and young people in care.

This post will help to ensure that the educational achievement of children in care, particularly post-16s, and previously looked after children, living within the Nottingham City area, is given the highest priority in schools, other educational institutions, early years settings and social care.

The purpose of the post is to:

- Contribute to raising the educational achievement and progress of Nottingham City's children in care, the post holder will have specific responsibility for post-16 children in care and previously looked-after children that live within the Nottingham City area.
- Monitor and track the educational achievement and experience of children in care, with a specific focus on children post-16.
- Provide training, advice and support to education practitioners, social workers, parents and carers in order to improve the educational outcomes of children in care and previously looked-after children.
- Contribute to the development of resources and material that provides information to stakeholders in respect to the education of children in care and previously-looked after children.
- Work in partnership with Nottingham City Leaving Care Team, Adoption Team and Futures Services to promote and support the education of post-16 children in care and previously looked-after children.
- Promote the aims and ethos of the Nottingham City Virtual School, with all children in care, education practitioners, carers, social workers and other agencies.

2 Principal duties and responsibilities

Specific:

1. Track and monitor the educational attainment, progress and experience of allocated groups of children in care, with a specific focus of post-16 children in care. Advising and recommending support and interventions necessary to improve outcomes.
2. Provide advice and support to schools, social workers, IROs, carers and parents of previously looked-after children on interventions aimed at improving educational outcomes and experience.
3. Develop and maintain a training programme for carers, designated teachers, social workers, independent reviewing officers and parents of previously looked-after children aimed at raising awareness and understanding of the education of looked after children and previously looked-after children.
4. Develop and maintain guides and information materials for carers, parents of previously looked after children, children in care, designated teachers, social workers and independent reviewing officers aimed at raising awareness and understanding of the education of looked after children and previously looked after children.
5. Where identified, work with individual children in care, particularly post-16s, to support them in their education, employment and training.
6. Attend and contribute at meetings that relate to the educational achievement and experience of children in care.
7. Contribute to the appropriate sharing of information between local agencies, schools, social care and other Virtual School staff, in relation to the education of children in care.
8. Monitor completion of Personal Education Plans for individual children in care; ensuring they are up-to-date, effective, high quality and focus on the educational outcomes of the child/young person.
9. Contribute to the quality assurance of Personal Education Plans, feeding back to relevant partners and professionals the outcomes of the quality assurance, making recommendations for improvement and highlighting good practice.
10. Promote and contribute to extra-curricular activities with Nottingham City Council partners and external agencies that promotes the educational achievement of looked after children.
11. Work alongside the Nottingham City Leaving Care Team, Adoption Team and Futures to ensure support is in place to promote and improve the educational outcomes of children in care, specifically post-16s and previously looked-after children.

-
12. Contribute to the maintenance of an up-to-date roll of the authorities' children in care and support with the gathering of information about their education/training provision, attendance and educational progress.

Generic:

1. Safeguard and promote the welfare of the young people you are responsible for or come into contact with, according to agreed procedures.
2. Maintain discipline in accordance with agreed procedures and encourage good practice with regard to punctuality, conduct, dress and standards of work.
3. Attend team meetings, undertake professional development activities and work with other team members to enhance own professional skills.
4. Liaise with colleagues and other professionals/agencies to ensure children in care are supported effectively.
5. Ensure your own compliance with the authority's Health & Safety policy/procedures and that of any resources you have responsibility for.

All staff are expected to maintain high standards of customer care in the context of the City Council's Core Values, to uphold the Equality and Diversity Policy and health and safety standards and to participate in training activities necessary to their post.

This is not a complete statement of all duties and responsibilities of this post. The post holder may be required to carry out any other duties as directed by a supervising officer; the responsibility level of any other duties should not exceed those outlined above.

Numbers and grades of any staff supervised by the post holder: None

Post holder's immediate supervisor: Service Manager, Virtual School.

Prepared by/author: Jasmin Howell

Date: August 2018

Job title: Virtual School Service Manager

Person Specification

Job Title: Education Support Officer: post 16 and previously looked-after children.

Department: Children and Adults
Service: School Access and Improvement
Section: Virtual School
Post reference number:
Job Evaluation ID: JE

Areas of responsibility	Requirements	Measurement				
		P	A	T	I	D
Qualifications	Hold, at minimum. a level 3 qualification in an area related to working with children and young people.					✓
Knowledge	Knowledge and understanding of the guidance and legislation relating to the duty of schools and education providers in safeguarding and promoting the welfare of children and young people.		✓	✓	✓	
	Knowledge and understanding of the requirements of schools, social care, carers, parents, IROs and Virtual Schools in promoting the educational achievement of looked after children and previously looked-after children.		✓	✓	✓	
	Familiarity with the range of interventions and practices that contribute to raising the educational achievement of looked after children and previously looked-after children.		✓	✓	✓	
	Knowledge and understanding of the guidance and legislation relating to schools admissions and exclusions.		✓			
Skills/Abilities	Ability to maintain up to date knowledge of relevant legislation and interpret and disseminate implications to influence delivery of services				✓	
	Skills in negotiating successfully with education providers, social care and other professionals on issues relating to the education of looked after children and previously looked-after children.				✓	
	Skill in establishing and maintaining effective working relationships with a wide range of professionals, including the ability to work in partnership.				✓	
	Ability and skill in communicating effectively both face to face and in writing.			✓		

	Ability and skill to challenge, advice and support education staff, social care and carers in a professional and positive way to promote the educational achievement of looked after children and previously looked-after children.		✓		✓	
	Ability to analyse and use data and information to inform actions and delivery to improve the educational outcomes of looked after children and previously looked-after children.			✓		
	Ability and skill in developing and delivering training that is effective and engaging		✓			
Experience	Experience of working in a school or other educational setting.		✓			
	Experience of multi-agency working with a range of external partners and agencies to understand and meet the needs of children and young people.		✓		✓	
	Experience of working on own initiative, without direction to effectively achieve outcomes.		✓			
	Experience of monitoring and reviewing data and information to inform action and intervention.			✓		
Work to promote mutual respect and good relations	Awareness, understanding and commitment to the pursuit of equality of opportunity in terms of service delivery and employment practice		✓			
Work Related Circumstances	Willingness to comply with the City Council's non-smoking policy.		✓			
	Willingness to work outside normal office hours as required by the needs of the service		✓			
	Ability and willingness to travel both inside and outside the council area as required		✓			

Note: This section should only be included in job descriptions issued to employees and should not be sent to all job applicants.

I understand and accept the job duties and responsibilities contained in this job description.

Signature:

Date: