

Job Title		Education Support Officer Virtual School			
Service Area		Education and Inclusion	Function	Virtual School	
Team	Virtual School	Post number	EL1323	Grade	LBR6
Reports to		Head of the Virtual School			
Responsible for (include people and resources)					
Purpose of Job					
JOB DESCRIPTION					
Working under guidance to provide:					
<ul style="list-style-type: none">• Continuity of support in addressing the needs of children who are looked after across the age range 2 – 19 years• Support for children looked after who need help to overcome barriers to learning• Support to enable the children to progress academically and socially and to achieve to their full potential					
Major duties and responsibilities					
SUPPORT FOR YOUNG PEOPLE					
<ul style="list-style-type: none">• To work with young people to support them to have high aspirations and to achieve their potential• To help young people to access good quality educational opportunities• To lead on the development and implementation of Personal Education plans• To support provision for young people with DSEN• To establish productive working relationships with children and young people, acting as a role model• To develop and implement a range of interventions and mentoring for young people in need of support• To assist with the reintegration of young people who have been excluded from or absent from school• To support young people at times of educational transition• To provide information and advice to enable young people to make choices about their own learning/behaviour/attendance• To challenge and motivate young people, promoting and reinforcing self-esteem• To work creatively with young people to address a wide range of needs					
SUPPORT FOR SCHOOLS					
<ul style="list-style-type: none">• To establish and maintain constructive relationships and ongoing communication with key professionals in school• To provide advice and guidance to schools about a child’s needs and strategies to meet them• To liaise with schools to gather information about the progress of young people, taking account of local protocols and statutory guidance					

- To hold schools to account and to challenge them if the young person is not making or exceeding expected progress in relation to the agreed strategies
- To work with schools / colleges to encourage increased levels of attendance and reduced numbers of exclusions
- To ensure schools are providing the support agreed in PEPs and are using the pupil premium effectively

SUPPORT FOR OTHER PROFESSIONALS

- To establish constructive relationships and communicate with other agencies/professionals, in liaison with the line manager, to support achievement and progress of young people
- To establish constructive relationships with social care, with parents/foster carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school and community links
- To attend other meetings as necessary, including professionals meetings, strategy meetings, and SEN meetings, ensuring that the educational needs of the child are fully considered

SUPPORT FOR THE VIRTUAL SCHOOL

- To manage a large and flexible caseload of vulnerable children with varying needs, prioritising and responding to events as necessary
- To attend and participate in regular meetings
- To participate in training and other learning activities as required
- To supervise young people on visits, trips and out of school activities as required
- To liaise and work in partnership with professionals from social care, school pastoral teams and other agencies and services who have responsibility in relation to Children Looked After
- To be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- To attend to essential administrative tasks associated with the role

Any other reasonable duties which the post holder's line manager may determine from time to time.

Person specification

Method of candidate assessment: A = Application Form I = Interview T = Test
Weighting: 3 = most important, 2= least important

Selection Criteria	A - I - T	Weighting
Education and Qualifications: <ul style="list-style-type: none"> • Minimum of 5 GCSE (A*-C) or equivalent, including English Language and maths. • Level 3 qualification in a relevant area 	 A A	 3 3
Experience: <ul style="list-style-type: none"> • Experience of establishing successful learning relationships with children and young people across the age and the ability range, including those with challenging behaviour 	A/I	3

<p>Skills:</p> <ul style="list-style-type: none"> • Ability to work with the minimum of supervision. • Excellent inter-personal and communication skills, both orally and in writing. • Ability to prioritise and highly organised. • Ability to be solution focussed and proactive. • Ability to establish productive professional relationships with a range of professionals, including teachers, social workers and foster carers. • Ability to successfully implement strategies to support children to have high aspirations and achieve, behave and attend well in school, and other settings. • Ability to be approachable and flexible. • Have the appropriate ICT skills to perform the role effectively • Have the skills and determination to make a significant difference to the lives of vulnerable children and young people • Ability to play a key role in a proactive and supportive team • Ability to contribute to the personal and social development of vulnerable children and young people 	<p>A/I</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I/T</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p> <p>A</p> <p>I</p> <p>A/I</p> <p>A/I</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>2</p> <p>3</p> <p>3</p> <p>3</p>
<p>Knowledge:</p> <ul style="list-style-type: none"> • Knowledge of Children's Services and schools. • Knowledge of the barriers that 'Children Looked After' have to overcome • Knowledge of how to support children and young people through educational transitions 	<p>A/I</p> <p>A/I</p> <p>A/I</p>	<p>2</p> <p>2</p> <p>2</p>
<p>Other job requirements:</p> <ul style="list-style-type: none"> • The post holder will be required to travel frequently to schools and meetings inside and outside of the borough 	<p>I</p>	<p>3</p>

- Will on occasion be required to work outside of office hours e.g. supporting the team at public events or at offsite meetings or events.

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The council operates a no smoking policy