

## Job Description

<b>Department:</b>	People and Communities
<b>Division/Section:</b>	School Standards and Effectiveness
<b>Job Title:</b>	<b>Education Advisor for Children Previously in Care</b>
<b>Post No:</b>	012560
<b>Grade:</b>	12
<b>Reports to:</b>	Headteacher of Peterborough Virtual School
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	Director of Education Peterborough and Cambridgeshire Jonathan Lewis  <b>Headteacher of Peterborough Virtual School</b>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  Yes <input type="checkbox"/> No X <input checked="" type="checkbox"/>
<b>Line Management responsibility for:</b>	No. of direct reports: 1 No. of indirect reports: 0
<b>Size of budget:</b>	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring)
<b>Job Purpose:</b>	To support the Virtual School Head of Peterborough in meeting statutory duties to promote the educational achievement of children previously in care .

## Main Duties and Responsibilities:

- To work collaboratively with colleagues in the Regional Adoption Agency to ensure consistent service delivery
- To provide information and advice regarding the education of children previously in care to:
  - Any person that has parental responsibility for the child;
  - Providers of funded early years education, designated person for children previously in care in maintained schools and academies; and
  - Any other person the authority considers appropriate for promoting the educational achievement of relevant children
- To develop and lead training regarding the needs of children previously in care
- To contribute to policy development in relation to children previously in care
- To ensure a consistent approach to managing enquiries from adoptive parents, carers and other professionals in relation to children previously in care.
- To maintain records relating to enquiries and responses for children previously in care and analyse these by type.
- To support Designated Persons in education settings for children previously in care.
- To contribute to reports for elected members and other management groups within the Local Authorities.
- To play an active role in the production and maintenance of policies and protocols as required.
- To provide ongoing training and support to the Virtual School Team and key partners to support the sharing of information around issues relevant to children previously in care.
- To participate in appropriate professional development in order to develop knowledge and skills.
- Such other duties relevant to the post as may be determined by the Virtual School Headteacher.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
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<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

**DATE: 29.10  
.2020**

**COMPLETED BY:  
Dee Glover**

Version: 2	Date Issued: November 2018	Review Date: November 2019
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## Person Specification

**JOB TITLE:**  
 Education Advisor  
 for Children  
 Previously in care

**POST NO:**

**GRADE: 12**

**DEPARTMENT:**

**People and  
 Communities**

**HOURS: Part time**  
 – 2 days a week

**DIVISION:**  
 Peterborough  
 Virtual School for  
 Children in Care

**DIRECTOR:**  
 Jonathan Lewis

**DATE: 23.09.2020**

**COMPLETED BY:**  
 Dee Glover

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>A good understanding of the factors creating educational disadvantage for children in care and previously in care.</li> <li>Excellent classroom and curriculum knowledge about teaching reading, writing and mathematics</li> <li>Knowledge of current national curriculum and assessment procedures</li> <li>Knowledge of target setting and attainment tracking systems in the education sector</li> </ul> <p>A &amp; I</p>	<ul style="list-style-type: none"> <li>Experience of holding challenging conversations with colleagues and other professionals to improve practice</li> <li>Experience of developing and providing high quality training to an adult audience</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Leads by example and demonstrates high level leadership skills which motivate and inspire others to achieve</li> <li>Confidence, resilience, and demonstrable skills to challenge others on behalf of vulnerable children and young people, acting as a champion especially for children previously in care.</li> <li>Excellent spoken, written, and ICT communication skills</li> </ul>	<ul style="list-style-type: none"> <li>Recent responsibility within an education setting</li> <li>Ability to build strong relationships with adults and children to address needs in a timely manner</li> <li>Ability to lead and develop training</li> </ul>

	<ul style="list-style-type: none"> <li>• Team player with ability to show flexibility and adaptability and form constructive relationships and work closely with colleagues</li> <li>• Suitable to work with vulnerable children and young people as evidenced by full clear DBS check</li> <li>• Recent experience of working in an education setting.</li> </ul> <p>A &amp; I</p>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Leading improvement in achievement – evidence of a track record of improving children's education outcomes</li> <li>• Evidence of leading effective work with vulnerable groups</li> <li>• Experience of leading training, and giving advice and support</li> <li>• Some experience of working with children who have experienced trauma</li> <li>• Experience of working in schools</li> </ul> <p>A &amp; I</p>	<ul style="list-style-type: none"> <li>• Experience of data analysis</li> <li>• Experience of significant engagement with social workers and other partner agencies</li> <li>• Evidence of achieving aspirational challenges for others</li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Graduate or equivalent</li> <li>• Qualified Teacher Status</li> </ul> <p>A</p>	<ul style="list-style-type: none"> <li>• Further qualification in the education sector</li> <li>• Evidence of ongoing professional development</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to work flexibly and willingness to travel out of city and out of normal working hours.</li> </ul> <p>A/I</p>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]