

Job Description

Commented [AR1]: The footer at the bottom of the document has wrong information (version, date and review date)

Department:	People and Communities
Division/Section:	School Standards and Effectiveness Peterborough Virtual school for Children in Care
Job Title:	Education Officer For Children in Care
Post No:	014614, 014615, 014616
Grade:	Grade 8
Reports to:	Headteacher of Peterborough Virtual School
Organisation Chart:	Director of Education Peterborough
Show immediate manager and any jobs reporting to this post.	Headteacher of Peterborough Virtual School Education Advisor for Children in Care
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No X <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: 0 No. of indirect reports: 0
Size of budget:	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring) Accounting for up to £132, 550 (£2410 x 55 Children in Care)
Job Purpose:	The role will specialise in working in partnership with education settings, social workers, carers and other professionals to raise the achievement of our Children in Care (CiC).

The role will contribute to the Peterborough City Council's effective delivery of its statutory and associated obligations in relation to children and young people in care.

Main Duties and Responsibilities:

Be the Virtual School case worker for an allocated cohort of Children in Care (CiC) and attend, where relevant, their Personal Education Plan (PEP) meetings and other relevant meetings to promote their education.

Work in partnership with appropriate teams and services for CiC, both internally at Peterborough City Council and externally, ensuring timely access to high-quality and aspirational education and support which meets their particular needs.

As required, visit education settings to support and model strategies and good practice to best support CiC

Support the Virtual School team in driving forward improvements necessary to ensure services meet the needs of CiC and to secure improved outcomes for CiC.

Work collaboratively with the Peterborough Virtual School (PVS) team to quality-assure completed PEPs and assess and monitor Pupil Premium Plus (PP+) funding requests.

Support and contribute to the electronic PEP system, offering training and support to stakeholders where required.

Monitor the academic progress and attendance of CiC liaising with colleagues in other services to ensure that early intervention maximises attendance and avoids suspensions and permanent exclusions.

Record all work undertaken with CiC on ePEP or the social care reporting system, Liquid Logic, maintaining accurate client records. Work with partners to ensure effective sharing of information within established protocols and support all concerned to meet statutory requirements in respect of completion of ePEPs within timescale.

Offer appropriate support and professional challenge to Designated Teachers and other education colleagues where children are experiencing distress and dysregulation which is impacting on their ability to engage with education and maintain positive relationships.

Ensure, when a CiC changes education setting, educational information is exchanged in a timely fashion and there is continuity of support.

Ensure that at educational transition points, all CiC have an appropriate destination and relevant educational information about every CiC is transferred to the receiving setting, and a personalised transition plan put in place.

Provide advice on educational issues to social care staff and work closely with them to ensure that educational issues are appropriately prioritised in planning for CiC.

Ensure, where required, CiC have access to high-quality and impactful tuition and other developmental activities. To contribute to systems that monitor the oversight of all tuition.

Contribute to the training of other professionals including the sharing of good practice to promote the education of CiC.

Represent Peterborough Virtual School at appropriate Eastern Region Virtual School Network groups to contribute to sharing good practice and implementing new ideas to continuously improve the service.

Participate in team meetings, training days and other Virtual School activities, as directed, to support the development of the Virtual School.

Participate in regular supervision sessions with line manager.

Undertake an additional substantive area of responsibility to support the Virtual School's wider development.

Maintain an understanding of published research, the work of other virtual schools and current government direction with regard to the education of CiC.

Generic Responsibilities :	<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 & 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>
Flexibility Clause:	<p>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.</p>
Variation Clause:	<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: 05.06.23

**COMPLETED
BY: Dee Glover**

[Version: 2](#)

Date Issued: February 2017

Last updated: Jan 2023



Person Specification

GRADE: 8

POST NO:
014614, 014615,
014616

DEPARTMENT:

People and
Communities

HOURS:

Full Time

37 hours

DIVISION:

Peterborough
Virtual School
for Children in
Care

DIRECTOR:

Chris Baird

DATE: 05.06.23

COMPLETED
BY: Dee Glover

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>Knowledge of relational practice approaches to support young people's education</p> <p>Up-to-date knowledge and understanding of relevant legislation and national guidance in respect of care experienced children</p> <p>Knowledge of appropriate support systems and effective interventions available for supporting care experienced children</p> <p>Up-to-date knowledge and understanding of safeguarding requirements</p> <p>Knowledge of school curricula and assessment and tracking systems</p>	<p>Knowledge of current working practices in Social Care and understanding of how the care system can affect the life and educational chances of young people</p> <p>Understanding the benefits of enrichment activities to support the holistic needs of care experienced children</p> <p>Understanding of the national education agenda across phases, including SEN (Special Education Needs) legislation and guidance</p>

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	Knowledge of potential challenges faced by school aged children (A/I)	
SKILLS & ABILITIES	<p>Ability to work collaboratively and to challenge and support colleagues from a range of different disciplines</p> <p>Ability to work on your own initiative and lead meetings</p> <p>Ability to keep high-priority tasks in focus in the face of other conflicting pressures and priorities</p> <p>Ability to form and maintain positive working relationships with a wide range of professionals</p> <p>Able to communicate effectively in all the usual media with a wide range of audiences</p> <p>Excellent IT skills</p> <p>(A/I)</p>	<p>Ability to assimilate information and make clear recommendations</p> <p>Ability to solve problems and to foresee and take appropriate, corrective action to address potential problems</p>
EXPERIENCE	<p>Experience of developing effective working relationships and partnerships with other professionals to improve educational outcomes</p> <p>Experience of working within a project or intervention to improve educational outcomes</p> <p>Listening to and acting upon a child/young person's views</p> <p>(A/I)</p>	<p>Recent experience of working within a school or other education setting or virtual school</p> <p>Recent partnership working with a virtual school, including the PEP process</p> <p>Experience of giving support and/or professional challenge to improve outcomes for a young person</p> <p>Recent experience of effectively supporting children in transitions</p> <p>Recent experience of supporting or delivering training</p>
QUALIFICATIONS	<p>Key Skill Level 3: 2 'A' levels (4 AS Levels), ONC, OND, BTEC, NVQ level 3 or equivalent</p> <p>(A)</p>	<p>Additional qualifications relevant to children in care or vulnerable groups</p>

PERSONAL CIRCUMSTANCES	Ability to work flexibly and to travel within and out of the city and out of normal working hours, as required. (A & I)	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)	
CUSTOMER CARE	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.]