

## Job Description

<b>Department:</b>	Children and Young People Services
<b>Division/Section:</b>	Education Peterborough Virtual School
<b>Job Title:</b>	<b>Education, Employment and Training Advisor: Ambition and Aspiration</b>
<b>Post No:</b>	<b>10044</b>
<b>Grade:</b>	11
<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>	Service Director - Education Peterborough  Head Teacher - Peterborough Virtual School  Deputy Head Teacher – Peterborough Virtual School
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> <b>Standard</b> <input checked="" type="checkbox"/> Enhanced x 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>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: &gt;30</b> This post is responsible for the direct support and challenge of a range of key partners. Most significantly this includes Designated Persons, Social Care colleagues, residential key workers and wider strategic partners.
<b>Size of budget:</b>	Peterborough Virtual School is in receipt of the Pupil Premium Plus grant funding for post-16 learners. For the academic year 2024-25 this is £69,925. Additionally, the advisor will have oversight of budget management for specific projects within to develop careers and aspirations including careers guidance, workshops and work experience opportunities.
<b>Job Purpose:</b>	<b>To make a positive contribution to education, employment and training outcomes for children who are known to social care and care leavers.</b>  <b>There is currently a significant gap between children who have or have had a social worker and all Peterborough children.</b>  <b>This role seeks to minimise and reduce that gap by:</b> <ul style="list-style-type: none"> <li>• Providing high quality support and challenge to education providers in relation to children known to social care, to ensure leadership, culture and</li> </ul>

	<p>curriculum design promotes high quality educational experiences and outcomes.</p> <ul style="list-style-type: none"> <li>• Lead strategic approaches which specifically impact on the quality and provision of education, employment and training opportunities for children known to social care and care leavers.</li> <li>• Working in partnership with the networks of professionals including colleagues within the education and social care directorates, carers and partners beyond the local authority.</li> <li>• Contributing to the City Council's effective delivery of its statutory and associated obligations in relation to care experienced children and care leavers.</li> </ul>
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## **Main Duties and Responsibilities:**

### **Service Delivery**

- Take the lead role in the production, organisation, implementation and delivery of a Careers Education, Information, Advice and Guidance (CEIAG) programme for Peterborough's Children in Care and Care Leavers. This will include:
  - Exposure to the world of work activities for younger children
  - Work experience and internship opportunities
  - Individual mentoring and careers information, advice and guidance
  - Workshops to support knowledge and skills such as CV writing, interview technique ...
- To provide welfare and benefits advice to care leavers to support them in their transition to adulthood.
- Work closely with the Lead for the Local Offer for Care Leavers and internal stakeholders to develop and implement an enhanced offer for care leavers including internships and apprenticeships within Peterborough City Council and with key partners.
- Support young people in pre-employment (through direct work) in gaining the knowledge and skills to achieve aspirational employment outcomes, this may include vocational or digital accreditations.
- Provide opportunities for young people to participate in short courses leading to vocational qualifications (eg. lifeguarding, food hygiene...)
- Promote pathways into Higher Education. Act as the key contact and lead for Care Leavers pre-entry and whilst at university.
- Support the development and implementation of an effective EET transition pathway for young people transitioning out of care.
- Act as the key contact and lead for identifying, securing and having oversight of bursaries and benefits which Care Leavers may be entitled to. To be responsible for liaising with Social Work Team, Leaving Care teams, supported accommodation providers and foster carers to track receipt of bursaries and benefits to ensure the correct payments are being made and identifying issues or under/over payments.
- Support the development and delivery of the Local Offer for Care Leavers
- Carry out duties in the absence of other staff for a time limited period, to ensure the smooth operation of the Virtual School.
- Attend service staff meetings, training days and other Virtual School activities as directed.
- Participate in regular supervision sessions with line manager and fully engage with the performance management process.

### **Partnership Working**

- Act as a champion for Care Leavers across Peterborough, developing and embedding an aspirational ethos both within the Local Authority, with our partners and throughout the city.
- Design and prepare professional development opportunities and guidance to key partners to impact delivery of meaningful CEIAG and opportunities.
- Provide information, advice and training to employers so they can provide and implement

effective support for the specific needs of Children in Care and Care Leavers.

- Lead on the recruitment of external employers and internal services to develop an employment, training and skills opportunities package for Children in Care and Care Leavers.
- Promote the Care Leavers Covenant with public, private and voluntary partners across the city leading to pledges of support including opportunities for work experience and employment and facilitating pledges into real opportunities made through the Care Leaver Covenant.
- Work in close collaboration with The Department For Work and Pensions and the Combined Authority's Careers Hub.
- Liaise effectively with Higher Education bodies.

### Strategy and Development

- Support in the development and delivery of improvement planning which focusses on the promotion of education, employment and training outcomes, including those identified by key partners within and beyond the LA as being in need of support.
- Maintain an understanding of published research, the work of other virtual schools and current government direction regarding the education of children known to social care and care leavers.
- To draw on and contribute to the development and implementation of relevant strategies and plans including the Virtual School five-year development plan and other LA strategic plans.

<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>
<b>Flexibility Clause:</b>	<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>
<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: 19.07.24**

**COMPLETED BY: Zoe Lattimer**

## Person Specification

**POST NO:**

**GRADE: 11**

**DEPARTMENT:**

**Children and Young People Services**

**HOURS: Full time  
37 hours**

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

**SERVICE DIRECTOR: Chris Baird**

**DATE: 19.07.24**

**COMPLETED BY: Zoe Lattimer**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>The statutory and legal framework governing the transition to adulthood.</p> <p>Legislation and national guidance relating to provision for Care Leavers including that specifically relating to education, employment and training.</p> <p>The role of Elected Members and managers in developing policy and performance within a local authority.</p> <p>Knowledge of key performance indicators relevant to education, employment and training.</p> <p>(A/I)</p>	<p>Knowledge of current working practices in Social Care and understanding of how the care system can affect the life and chances of young people.</p> <p>Good knowledge and understanding of budget management, development planning and project management.</p> <p>Understanding of career advice and guidance legislation.</p> <p>Knowledge of regional and national initiatives in support of the LA commitment to delivery of services to young people leaving care.</p>
<b>SKILLS &amp; ABILITIES</b>	<p>Ability to work collaboratively, influence, challenge and support colleagues from a range of different disciplines.</p> <p>Ability to demonstrate an understanding of individual needs, facilitate decision making and engender motivation in others.</p> <p>Ability to work on your own initiative.</p>	<p>The ability to assimilate information from multiple sources, identify options and make clear recommendations.</p> <p>The ability to solve problems and to foresee and take appropriate, corrective action to address potential problems.</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>Ability to report write, make presentations, and chair meetings.</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>	
<b>EXPERIENCE</b>	<p>Experience of developing effective working relationships and partnership with partners within and beyond the local authority.</p> <p>Experience of working in an administrative capacity with complex and sensitive information</p> <p>(A/I)</p>	<p>Experience of inter-agency partnership work.</p> <p>Experience of giving support and/or professional challenge to improve outcomes for an individual child or cohort.</p> <p>Recent experience of delivering training.</p> <p>Listening to and acting upon a young person's views.</p> <p>Experience of change management and service delivery improvement.</p>
<b>QUALIFICATIONS</b>	<p>Key Skill Level 4: Bachelor's degree or equivalent professional experience (A)</p>	<p>Child Care or Youthwork Qualifications</p> <p>Education or Social Care Qualifications</p> <p>Career guidance and coaching qualifications</p>
<b>PERSONAL CIRCUMSTANCES</b>	<p>Ability to work flexibly and to travel within and out of the city and out of normal working hours, as required.</p> <p>(A &amp; I)</p>	
<b>EQUALITY</b>	<p>Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</p>	
<b>CUSTOMER CARE</b>	<p>Knowledge and understanding of effective customer care (A &amp; I)</p>	

[ 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.]