

## JOB DESCRIPTION

<b>Job Title:</b>	Education Support Officer – Post 16		
<b>Directorate:</b>	People	<b>Salary:</b>	£25,878 - £31,099 + LWA £663 plus ECU £963
<b>Section:</b>	Virtual School Team	<b>Grade:</b>	BG-H SCP 15-24
<b>Location:</b>	Time Square	<b>Work Style:</b>	Flexible

### Key Objectives of the role

To be an integral part of the Virtual School Team working to the direction of the Virtual School Headteacher to improve the educational outcomes and post 16/18 destinations of the Young People Looked After and Care Leavers of Bracknell Forest Council. To work collaboratively with other professionals to promote the understanding of the educational needs of Young People Looked After and Care Leavers and ensure that advice, guidance, appropriate information and training is provided to the network around the young person, including school/college-based staff, carers and other professionals.

### Designation of post and position within departmental structure

Assistant Director, Education and  
Learning

Virtual School Headteacher

Education Support Officer

### Daily and monthly responsibilities

1. To assist in the development and maintenance of the highest standards of educational achievement possible for Bracknell Forest's Young People Looked After and Care Leavers.
2. To work in collaboration with other members of the Virtual School, Social Workers, PAs, teachers in schools/colleges and other settings, and with Carers/Key Workers to promote good attendance and academic achievement for Young People Looked After and Care Leavers using the PEP meeting as the trigger for this.
3. To attend and, where appropriate, chair Personal Education Planning meetings and ensure the timely completion of paperwork and distribution to relevant parties.
4. To ensure SMART targets are set and evaluated and any actions arising from the PEP meeting are followed through, ensuring that any support agreed is put in place in a timely manner and monitored and evaluated effectively.
5. To evaluate and monitor the impact and effectiveness of PEPs for the individual young people you support and as an Authority.

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6. To work in collaboration with Elevate to provide support, advice and guidance to Young People in Care and Care Leavers who are NEET or at risk of becoming NEET to identify and secure training programmes and routes to re-engage in education or find gainful employment.
  7. To update the Virtual School Tracker ensuring that detailed and accurate records are maintained in respect of the young people in your cohort.
  8. To monitor school/college attendance, particularly for young people who have difficulty attending school/college due to emotional and/or behavioural difficulties.
  9. To provide advice and challenge, where necessary, in relation to fixed term and/or permanent exclusions.
  10. To provide support and guidance in securing school/college places for Young People Looked After and Care Leavers.
  11. To raise and maintain the overall profile of education as a key factor in the plans for Young People in Care and Care Leavers throughout the Authority modelling the role of a 'good corporate parent' and encouraging others to behave in the same way.
  12. To be a member of relevant panels, as required, and liaise with services working with Young People in Care and Care Leavers, in order to contribute to their care plans in respect of education, training and employment.
  13. To provide advice and guidance, where appropriate, to adoptive families, schools/colleges and other training providers.
  14. To advise relevant professionals and provide support in relation to pupil transition between key stages and to enable access to alternative education and training provisions as appropriate.
  15. To seek and advise on alternative education and training programmes/provisions to support learners who are NEET or at risk of NEET.
  16. To support young people with EHCP's, where relevant, and work collaboratively with the SEND Team and participate in Annual Reviews, as required.
  17. To support Unaccompanied Asylum Seekers to access ESOL courses and other relevant training, as required.
  18. To work in partnership with all agencies to improve access to education and other learning and training opportunities and widen participation for all Young People Looked After, Care Leavers and other vulnerable Young Adults.
  19. To contribute and collate information on data and reports for relevant management groups and reporting purposes regarding the educational progress and attainment of the young people in your cohort.
  20. To keep informed about current developments in education and related fields, including Government legislation.
  21. To attend supervision and act upon advice and agreed actions.
  22. To maintain effective relationships with a range of professionals and provide such information as is necessary to enable the LA to carry out its functions and duties.
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## Scope of role

There are no budgetary responsibilities.

The post holder may be required to work outside of normal office hours.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

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*Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.*

## PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Skills and qualifications</b>	<ul style="list-style-type: none"> <li>• 5 GCSE Grades A-C, including English and Maths or equivalent.</li> <li>• HLTA qualification and/or substantial experience within a Post 16 provision and/or working as a Youth Worker or Careers Advisor.</li> </ul>	<ul style="list-style-type: none"> <li>• Related Professional Qualification.</li> <li>• Relevant Further or Higher Education Qualification i.e. social work, youth work, careers advice.</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Experience of working within a Post 16 setting and/or youth work or careers advice.</li> <li>• Knowledge of the Post 16 curriculum and attainment and assessment processes.</li> <li>• Knowledge of how to support young people who are NEET or at risk of becoming NEET – i.e. post 16 and 18 destinations.</li> <li>• Experience of preparing young people for training and employment.</li> <li>• Experience of multi-disciplinary working within the children's workforce area.</li> <li>• Ability to work collaboratively with all involved in the network supporting Young People Looked After.</li> <li>• Experience of evaluating services and their impact.</li> <li>• Practical evidence of positive and proactive communication and the ability to communicate effectively and sensitively with parents/carers, schools, colleges and other colleagues.</li> <li>• Proven organisational skills and success in meeting deadlines.</li> <li>• Ability to work as part of a team and to assist other staff and management to meet their deadlines and targets</li> <li>• A good range of IT skills and the ability to maintain and record data accurately.</li> <li>• Understanding of and commitment to the requirements of safeguarding young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of supporting Young People in Care and Care Leavers and an understanding of the barriers to education, training and employment.</li> <li>• Experience of preparing Young People Looked After and Care Leavers for Higher/Further Education, training or employment i.e. post 16 and 18 destinations.</li> <li>• Experience of drawing up and being involved in the implementation of Pathway Plans for Care Leavers.</li> <li>• Experience of supporting Unaccompanied Asylum Seekers.</li> <li>• Knowledge of adoption and post adoption support in schools.</li> <li>• Knowledge of the associated national policies, procedures and legislation relating to working with and supporting Young People Looked After and Care Leavers.</li> <li>• Knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health and Care Plans.</li> </ul>

<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion.</li> <li>• A flexible approach.</li> <li>• Capacity to use initiative to solve problems.</li> <li>• Ability to represent the department in a professional and confident manner.</li> </ul>	<ul style="list-style-type: none"> <li>• Capacity to represent the department at meetings.</li> </ul>
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Valid UK driving licence.</li> <li>• Ability to travel around the Borough and further afield.</li> <li>• Commitment to ongoing personal development and training in order to promote the highest level of educational achievement for the Young People Looked After to and Care Leavers of Bracknell Forest Local Authority.</li> <li>• A satisfactory enhanced Disclosure &amp; Barring Service (DBS) check</li> </ul>	
<b>Role models and demonstrates the Council's values and behaviours</b>	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>	

**All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.**