

## Job description

<b>Job title:</b>	<b>Education Support Officer (part time 22.5 hours per week) TTO</b>		
<b>Directorate:</b>	<b>People</b>	<b>Salary:</b>	<b>£16,037 - £18,915 per year, for working 22.5 hours per week for 38 plus 2 weeks Term Time Only. Plus £389 London Weighting and £963 Essential Car User</b>  (FTE £30,024–35,412 per year, Plus £729 London weighting £963 Essential Car User)
<b>Section:</b>	<b>Education and Learning, Virtual School Team</b>	<b>Grade:</b>	<b>BG-H, SCP15-24</b>
<b>Location:</b>	<b>Time Square</b>	<b>Work style:</b>	<b>Hybrid</b>

### Key objectives of the role

To be an integral member of the Children's Support Service, working under the direction of the Virtual School Head and Senior Education Advisor to improve educational outcomes for Children Looked After (CLA) from Early Years through to the end of Year 8.

To work collaboratively with professionals across education, children's services and partner agencies to promote understanding of the educational needs of Children Looked After, support successful transitions and raise aspirations.

To ensure that appropriate advice, guidance, information and training are provided to the network supporting the young person, including Early Years settings, school-based staff, carers and other professionals.

### Designation of post and position within departmental structure

Service Lead: Virtual School Head

Senior Education Advisor - CLA

Education Support Officer

### Daily and monthly responsibilities

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1. To assist in the development and maintenance of the highest standards of educational achievement possible for Bracknell Forest's Children Looked After (CLA).
  2. To work in collaboration with other members of the Virtual School, social workers, teachers in early years provisions, schools and other settings, and carers to promote good attendance, academic achievement and progress for Children Looked After, using the Personal Education Plan (PEP) meeting as the trigger for this work.
  3. To attend and, where appropriate, chair PEP meetings and ensure the timely completion of all associated paperwork.
  4. To ensure SMART targets are set and evaluated, and that any actions arising from the PEP meeting are followed through. This includes ensuring that agreed support is put in place in a timely manner and is effectively monitored and evaluated.
  5. To evaluate and monitor the impact and effectiveness of PEPs for the individual children you support and across the Authority, particularly in relation to the appropriate use of the Pupil Premium Grant (PPG).
  6. To meticulously update the Virtual School Tracker, ensuring that detailed and accurate records are maintained for the children in your cohort.
  7. To monitor school attendance, particularly for CLA who experience difficulties attending school due to emotional and/or behavioural difficulties.
  8. To provide advice and challenge, where necessary, in relation to fixed-term and/or permanent exclusions.
  9. To provide support and guidance in securing school places for CLA.
  10. To raise and maintain the overall profile of education as a key factor in improving life chances for CLA across the Authority, modelling the role of a 'good corporate parent' and encouraging others to do the same.
  11. To be a member of relevant panels, as required, and to liaise with services working with CLA to contribute to care planning for individual children, as well as training and activities relating to CLA in Bracknell schools.
  12. To provide advice and guidance, where appropriate, to early years settings and schools.
  13. To advise relevant professionals and provide support in relation to pupil transitions between key stages, and to enable access to alternative curriculum provision where appropriate.
  14. To seek and advise on alternative programmes/provision to support learners out of school, for example tuition.
  15. To support the EHCP process, where relevant, and work collaboratively with the SEND Team and participate in Annual Reviews, combining with one PEP meeting per year where possible.
  16. To work in partnership with the network to raise aspirations for CLA, working with the Virtual School Team to identify opportunities and experiences for children.

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17. To contribute to and collate data and reports for relevant management groups and reporting purposes regarding the educational progress and attainment of the children in your cohort.
  18. To keep informed of current developments in education and related fields, including government legislation.
  19. To attend supervision and act upon advice and agreed actions.
  20. To maintain effective relationships with a range of professionals and provide such information as is necessary to enable the Local Authority (LA) to carry out its functions and duties.

## 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.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

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>	<p>5 GCSE Grades A-C, including English and Maths or equivalent.</p> <p>HLTA qualification and/or substantial experience within an Early Years and/or Primary/Secondary (KS3) School setting.</p>	<p>Related Professional Qualification.</p> <p>Relevant qualification i.e. Early Years, Education, Social Work.</p>
<b>Competence summary</b> (Knowledge, abilities, skills, experience)	<p>Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare.</p> <p>Experience of working within an Early Years/and or Primary/Secondary (KS3) School setting.</p> <p>Knowledge of Early Years and/or Primary/KS3 curriculum and Key Stage attainment and assessment processes.</p> <p>Understanding of the principles of child development and learning processes</p> <p>Experience of multi-disciplinary working within the children's workforce area.</p> <p>Ability to work collaboratively with all involved in the network supporting Children in Care.</p> <p>Experience of evaluating services and their impact.</p> <p>Practical evidence of positive and proactive communication and the ability to communicate effectively and sensitively with parents/carers, schools and other colleagues.</p> <p>Proven organisational skills and success in meeting deadlines.</p> <p>Ability to work as part of a team and to assist other staff and management to meet their deadlines and targets</p>	<p>Experience of supporting Children Looked After and an understanding of the barriers to education.</p> <p>Knowledge of the associated national policies, procedures and legislation relating to working with and supporting children in care.</p> <p>Knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health and Care Plans.</p>

	A good range of IT skills and the ability to meticulously maintain and record data.	
<b>Work-related Personal Requirements</b>	<p>The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.</p> <p>Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion.</p> <p>A flexible approach.</p> <p>Capacity to use initiative to solve problems.</p> <p>Ability to represent the department in a professional and confident manner.</p>	Capacity to represent the department at senior level meetings.
<b>Other work requirements</b>	<p>A satisfactory enhanced Disclosure &amp; Barring Service (DBS) check. This post is exempt from the Rehabilitation of Offenders Act 1974</p> <p>Ability to travel around the Borough and further afield.</p> <p>Commitment to ongoing personal development and training in order to promote the highest level of educational achievement for the children and young people in care to Bracknell Forest Local Authority.</p>	
<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 and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and Council policies/procedures.**



