

JOB DESCRIPTION



Job Title	Education Support Officer – Early Years and Primary		
Salary	£22,911 - £27,905		
Directorate:	People	Section/Location:	Time Square
Grade/Salary Range:	H	Work style:	Free

Key Objectives of the role

To be an integral part of the Children's Support Service working to the direction of the Head and Deputy Head of the Virtual School to improve the educational outcomes of children and young people in the care of Bracknell Forest Council. To work collaboratively with other professionals to promote the understanding of the educational needs of children and young people in care and ensure that advice, guidance, appropriate information and training is provided to the network around the child, including school-based staff, carers and other professionals.

Designation of post and position within departmental structure

Service Lead: Virtual School Head
Deputy Virtual School Head
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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 Children Looked After (CLA).
2. To work in collaboration with other members of the Virtual School, Social Workers, teachers in schools and other settings, and with Carers to promote good attendance and academic achievement for Children Looked After 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 children you support and as an Authority, particularly in respect of the appropriate use of the PPG.
6. To update the Virtual School Tracker ensuring that detailed and accurate records are

maintained in respect of the children in your cohort.

7. To monitor school attendance, particularly for CLA who have difficulty 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 Children Looked After.
10. To raise and maintain the overall profile of education as a key factor in the plans for Children Looked After throughout the Authority modelling the role of a 'good corporate parent' and encouraging others to behave in the same way.
11. To be a member of relevant panels, as required, and liaise with services working with Children Looked After, to contribute to the care plan for individual children, training and activities relating to Children Looked After and adopted children in Bracknell schools.
12. To provide advice and guidance, where appropriate, to adoptive families and schools.
13. To advise relevant professionals and provide support in relation to pupil transition between key stages and to enable access to alternative curricular provision as appropriate.
14. To seek and advise on alternative programmes/provision to support learners out of school i.e. tuition.
15. To support the EHCP process, where relevant, and work collaboratively with the SEN Team and participate in Annual Reviews.
16. To work in partnership with all agencies to improve access to education and other learning opportunities and widen participation for all Children Looked After and other vulnerable children, including adopted children.
17. To contribute and collate information on 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 about 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 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.

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
Skills and qualifications	<ul style="list-style-type: none"> • 5 GCSE Grades A-C, including English and Maths or equivalent. • HLTA qualification and/or substantial experience within an Early Years and/or Primary School setting. 	<ul style="list-style-type: none"> • Related Professional Qualification. • Relevant Further or Higher Education qualification i.e. Early Years, Education, Social Work.
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Experience of working within an Early Years/and or Primary School setting. • Knowledge of Early Years and/or Primary curriculum and Key Stage attainment and assessment processes. • Understanding of the principles of child development and learning processes. • Experience of multi-disciplinary working within the children's workforce area. • Ability to work collaboratively with all involved in the network supporting Children in Care. • Experience of evaluating services and their impact. • Practical evidence of positive and proactive communication and the ability to communicate effectively and sensitively with parents/carers, schools and other colleagues. • Proven organisational skills and success in meeting deadlines. • Ability to work as part of a team and to assist other staff and management to meet their deadlines and targets. • A good range of IT skills and the ability to maintain and record data accurately. • Understanding of and commitment to the requirements of safeguarding children and young people. 	<ul style="list-style-type: none"> • Experience of supporting Children Looked After and an understanding of the barriers to education. • Knowledge of adoption and post adoption support in schools. • Knowledge of the associated national policies, procedures and legislation relating to working with and supporting children in care. • Knowledge of the statutory framework for assessment, issuing and maintenance of Education, Health and Care Plans.

**Work-related
Personal
Requirements**

- Ability to maintain confidentiality and to deal with sensitive issues with tact and discretion.
- A flexible approach.
- Capacity to use initiative to solve problems.
- Ability to represent the department in a professional and confident manner.
- Role models and demonstrates the Council's values.

- Capacity to represent the department at meetings.

**Other Work
Requirements**

- Valid UK driving licence.
- Ability to travel around the Borough and further afield.
- 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.
- A satisfactory enhanced Disclosure & Barring Service (DBS) check

KEY CRITERIA

ESSENTIAL

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