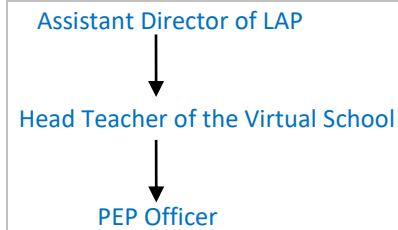
 <b>WOKINGHAM BOROUGH COUNCIL</b>	<h2 style="text-align: center;">Job Description</h2>		Job Reference
			711795
Job Title	PEP Officer		
Service	Children's Services	Team	Learning, Achievement & Partnerships
Location	Alder Grove		
Reports to	Head Teacher of the Virtual School		
Grade:	Type of position:		Hours per Week:
Teacher Pay & Conditions UPS1-3	Full Time, Permanent Qualified Teacher Status required		Full Time (195 + 5 days per year)
<p>This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.</p>			
<b><u>Service Purpose</u></b>			
<p>Wokingham Virtual School works closely with Social Care and Schools to champion the education of all Care Experienced children and young people. The Virtual School is established to support the delivery of successful learning and achievement outcomes and positive educational experiences for all children and young people (C+YP) on roll, including Children in Care / Care Leavers / SGOs and post adoption. The Virtual School also manages the distribution, spend and impact of the Pupil Premium Plus grant to reduce the gap in attainment. The Virtual School provides advice, guidance, challenge and support for all stakeholders around the education of Children in Care, as well as providing training for Designated Teachers, Social Workers and Foster Carers.</p>			
<b><u>General Description of the job</u></b>			
<p>The Personal Education Plan (PEP) is the key document used to monitor the education of our Children in Care. The PEP Officer's main responsibility will be to drive the improvement of the PEPs in terms of both completion and quality. They will provide support and training for Social Workers and Designated Teachers around the completion of PEPs and contribute to the process.</p> <p>The Virtual School Personal Education Plan (PEP) Officer will monitor exclusions of children in care, supporting or challenging schools and ensuring appropriate provision is put in place. Contributing to cross service arrangements to progress cases, working with other school managers, professionals and partners to remove barriers to education for children in care, and reduce NEET. They will also support the work of the Children in Care Council, to ensure young people's views are listened to and participating in opportunities for Children in Care to contribute to the planning and delivery of services.</p>			

## Organisation Chart



## Main Accountabilities of the post

1	Be aspirational for the educational attainment, outcomes and experiences for all children and young people (C+YP) in the care of the LA whether placed in or out of borough thus contributing to their positive learning outcomes and destinations.
2	Partner with schools, social workers and carers and provide advice, support and challenge to schools and other professionals on individual cases to improve attendance, attainment, reduce exclusions and improve outcomes for looked after children. Contribute to the monitoring and evaluation of the compliance and quality of Personal Education Plans with regard to how they meet the needs of the specific child or young person, irrespective of where the child receives their education.
3	Responsible for monitoring and improving attendance, attainment and reducing exclusions through attending personal education plans, to narrow the gap in attainment and improve outcomes for looked after children wherever they receive their education.  Use attendance data to identify looked after children at risk of persistent absence and undertake appropriate casework action to improve their attendance and remove barriers to learning.
4	Influence school leaders and other professionals to progress individual cases to remove barriers to access to education. Be responsible for managing complex cases, working closely with the Virtual Head to reduce exclusion, raise attendance and reduce the number of CiC missing Education.
5	Support the Virtual Head in driving forward cultural, workforce and other changes necessary to ensure services cohere around children and young people's needs and secure improved outcomes.  Contribute to the work of the Children in Care Council to ensure young people's views are listened to and participate in opportunities for looked after children to contribute to the planning and delivery of services.  Specific individual and shared targets and objectives are defined annually within the performance management framework.
6	Contribute to the training of other professionals and sharing good practice to raise the profile of Children in Care and understand their needs and issues around education.

## Additional Corporate Responsibilities

1	<b>High Support, High Challenge:</b> To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success
2	<b>Values Profile:</b> To follow the principles set out in the <a href="#">Employee Values Profile</a>

3	<b>Health and Safety:</b> Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	<b>Equal Opportunities:</b> To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	<b>Safeguarding responsibilities:</b> At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
6	<b>Special Factors:</b> <i>The ability to travel both in and out of Borough to attend PEP meetings.</i>

**Scope**

<b>Resources</b>	
<b>DBS Check required</b>	YES Enhanced

**Person Specification**

Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.

<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Qualified Teacher Status	X	
UK Driving Licence	X	
<b>Technical Skills</b>	<b>Essential</b>	<b>Desirable</b>
IT Literate and experience of Microsoft Office	X	
Data analysis		X
<b>Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
A sound understanding of social care		X
A sound understanding and knowledge of legislation, regulations and guidance that relates to education, attendance and exclusion and how it relates to children in care.	X	
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of interagency working to support vulnerable children or young people in an education setting	X	