

JOB DESCRIPTION

JOB TITLE	Education Progress Officer
GRADE	Band H
REPORTING TO	Head of Virtual School
JD REF	PC0094G

PURPOSE

To work as part of Looked After Children's Education Services (LACES) to provide challenge and support to professionals to improve the quality and completion of Personal Education Plans (PEP) and ensure Government Funding is used accordingly to improve outcomes for Children in Care in Wirral.

MAIN DUTIES AND RESPONSIBILITIES

1. Assist in the maintenance of an accurate and up to date list of children in care and their educational arrangements
2. Track and monitor the attainments and attendance and school progress of children in Wirral's care and care leavers through termly contact with schools, designated teachers, and Local Attendance Officers
3. Use the tracking and monitoring information to ensure that schools and social workers are effective in promoting the achievements, attainments, and potential of looked after children and care leavers
4. To monitor the effectiveness of any interventions which address underachievement and make appropriate challenge to remove any barriers to their educational progress
5. To support social workers to discharge their duty to ensure that there are appropriate educational arrangements in place for young people in Wirral's care
6. Monitor the effectiveness and quality of Personal Education Plans and provide feedback to schools and social workers about this
7. Liaise with social workers to ensure that they are informed regularly of educational progress of each child in Wirral's care and the steps needed to support this, including maintaining clear effective Personal Educational Plans.
8. Alert the Virtual School Head about cases where there are exceptional barriers to a child's progress which cannot be effectively addressed by the normally available resources
9. Advise and support Children's Services professionals and carers on aspects of the social care and education systems
10. Contribute to the planning and delivery of training to children's service professionals and carers working with looked after children

11. Regularly monitoring and reviewing their own working practice taking account of best practice both locally and nationally
12. Seek opportunities to develop relevant skills and apply them
13. Carry out any reasonable task which falls within the purpose of the post

ROLE SPECIFIC KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- GCSE or equivalent in English and Maths.

Knowledge & Skills:

- An in-depth knowledge of all relevant educational legislation especially in relation to children in care, attendance, exclusions and standards
- Evidence of an understanding of the range of difficulties experienced by children in care and how these can impact on their personal learning and the whole school learning environment.
- Knowledge of a range of different approaches and strategies that may be appropriate to implement to support children in care in their learning and evidence of successfully implementing them both within the classroom and in a whole school.
- Knowledge and understanding of how individual and system factors can influence the educational outcomes of children in care, and strategies that can be successfully used to reduce their impact.
- Ability to advise, design and implement appropriate strategies to improve progress of children in care in the classroom.
- Ability to challenge, advise and support teaching colleagues in SMART target setting and producing high quality effective personal educational plans to improve the progress of children in care.
- Excellent team working skills and the ability to forge partnerships with other agencies and organisations.
- Excellent communication skills with a wide range of people; including Headteachers, other colleagues in schools, social workers, carers and children and young people.
- High level organisational skills and ability to work autonomously as required.
- High level analytical and problem-solving skills
- Ability to mediate and positively influence the practice of others.

Experience:

- Experience of working with vulnerable and disadvantaged children and young people, including children in care.
- Evidence of implementing assessment and planning processes, including setting SMART targets
- Experience of working with statutory agencies in relation to the additional educational needs of children.



DESIRABLE KNOWLEDGE, EXPERIENCE AND SKILLS

Qualifications:

- Teaching degree or NVQ in teacher support.
- Full driving license.

Knowledge & Skills:

- Familiar with IT systems used for tracking progress and information planning.
- To be proficient in Microsoft Office, Excel and Teams.
- To be able to populate and analyse databases to improve the effectiveness of the service.
- To be able to solve problems using own initiative.

Experience:

- Experience of providing school to school support
- To have experience of working within a school setting.
- Experience of negotiation and able to undertake difficult professional conversations.

ADDITIONAL INFORMATION

- Must be able to exercise personal judgement and be aware of the sensitivity of context.
- Must be able to maintain confidentiality within the bounds of good safeguarding practice.
- Must be able to manage self with high personal and professional integrity.
- Must have a clean driving licence, daily access to a car and attend meetings out of borough as required

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.

DATE OF APPROVAL: 22/08/2020

APPROVED BY: S P LEWIS

