

## PERSON SPECIFICATION

**Job Title:** Education Progress Officer for CIC  
**Job Ref. No:**  
**Directorate:** Children  
**Division:** Schools  
**Grade:** H

### MAIN PURPOSE OF THE JOB:

To work as part of the Virtual School to provide challenge and support to all professionals in order to improve the quality and completion of Personal Education Plans for Children in Care in Wirral.

To work with schools to ensure that Pupil Premium Plus interventions requested within the Personal Education Plan for each child in care are appropriate and have a positive impact on their educational progress.

To assist schools to develop high quality and effective Personal Education Plans and strategies to support the progress of Children in Care and enable them to close the gap with peers.

To work in partnership with professionals, carers, children and young people to maximise the educational outcomes for children and young people in care in Wirral regardless of where they are educated.

To work as part of the Virtual School to provide any data or examples of good practice required during an inspection.

To monitor attendance and exclusions of children in care and young people in Wirral regardless of where they are educated.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Education and Qualifications	<p>An in depth knowledge of all relevant educational legislation especially in relation to children in care, attendance, exclusions and standards</p> <p>Evidence of professional development, for example, Designated Teacher for CIC, SEN, assessment, and progress tracking</p>	Familiar with IT systems used for tracking progress and information planning.	Application form Confirmed at interview
Experience	<p>Experience of working with vulnerable and disadvantaged children and young people, including children in care.</p> <p>Evidence of implementing assessment and planning processes, including setting SMART targets</p> <p>Experience of working with statutory agencies in relation to the additional educational needs of children.</p>	Experience of providing challenge and support to school leaders.	Application form Confirmed at interview

	Experience of change management		
Knowledge	<p>Detailed knowledge and understanding of the Primary curriculum, assessment and tracking of progress</p> <p>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.</p> <p>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.</p> <p>Knowledge and understanding of how individual and system factors can influence the educational outcomes of</p>	Current knowledge and understanding of the SEN Code of Practice including the completion of Education, Health and Care Plans.	Application form Confirmed at interview

	<p>children in care, and strategies that can be successfully used to reduce their impact.</p> <p>Evidence of an understanding of equal opportunities.</p>		
Skills and Abilities	<p>Ability to advise, design and implement appropriate strategies to improve progress of children in care in the classroom.</p> <p>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.</p> <p>Excellent team working skills and the ability to forge partnerships with other agencies and organisations.</p> <p>Excellent communication skills with a wide range of people; including Headteachers, other colleagues in schools, social workers, carers and children</p>		<p>Application form Confirmed at interview</p>

	<p>and young people.</p> <p>High level organisational skills and ability to work autonomously as required.</p> <p>High level analytical and problem solving skills</p> <p>Ability to mediate and positively influence the practice of others.</p>		
Other Requirements	<p>Must be able to exercise personal judgement and be aware of the sensitivity of context.</p> <p>Must be able to maintain confidentiality within the bounds of good safeguarding practice.</p> <p>Must be able to manage self with high personal and professional integrity.</p> <p>Must have a clean driving licence, daily access to a car and attend meetings out of borough as required.</p>		Application form

