

Role profile

Job Title:	Post 16 Virtual School Education Advice & Support Officer
Department:	Virtual School ELP
Directorate:	Children and Families

Grade:	7
Post no.:	58263
Location:	Borough Wide

Role reports to:	Headteacher, Virtual School.
Direct reports:	NONE
Indirect reports:	NONE

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To be an integral member of the Ealing Virtual School.
- To work towards achieving the aims and objectives set out in the relevant Council and Service plans and contribute fully to the further development of the service.
- To be ambitious for and support CLA and Care Leavers in securing outcomes.
- To ensure that CLA and Care Leavers receive appropriate high-quality education that meets need both in and outside of Ealing LA.

Key accountabilities

1. Working with the Post 16 VST, work in an allocated area or project which enhances young people's EET opportunities and options.
2. To take responsibility for an allocated case load of young people and assist them to progress to appropriate education, employment and training opportunities (EET).

3. To provide support to Social Care, Designated Teachers and other professionals with the Personal Education Plan process. Ensuring that Peps are completed in a timely way with accurate recording of appropriate educational opportunity, assessment of attainment and clear planning that will support and review future progress.
4. To liaise with other agencies around advice and guidance that young people need, ensuring that this is made available in a timely and meaningful way.
5. To provide consultancy and support, working with the Post 16 VST and Headteacher, that will enhance education and learning provider's curriculum and programmes to improve outcomes for young people.
6. To work in conjunction with Virtual School staff and other professionals to ensure that a comprehensive service is provided in line with current legislation and local expectations.
7. To enhance the knowledge and skills of others in your allocated area/project by acting as a mentor and providing training to Children's Services colleagues.
8. To act as a point of referral for young people and their carers (or parents of children who are known to social care or left care on an order) who need support regarding Post 16 education.
9. Work in partnership with young people and families to encourage access to education, employment and training, accreditations and other opportunities.
10. Use assessment tools to identify young people's blocks to learning and personal development and to discover talents, interests and motivational triggers.
11. To support work and planning and attend, identified areas of project work, residential activities for CLA and Care Leavers, training, team meetings, inspections and other joint activities.
12. To support wider Virtual School or borough wide strategic developments as they arise and support the successful development and implementation of these.
13. To work on your own initiative with direction as well as in an integrated team with colleagues.
14. Across the school year, to work some weekends (Saturday and/or Sunday) in support of CLA and Post 16 care-leavers attending enrichment activities, as required. Days worked will be recognised with subsequent days given as TOIL.
15. To attend and participate in regular managerial and professional supervision sessions.

16. To work within legislative frameworks and within the Council's principles and policies relating to equality of opportunity and diversity, Health and Safety and financial regulation standards.
17. Willingness to undertake other duties as directed by line managers commensurate with the post.

Key performance indicators

- Accurate recording of data.
- Rising attendance and engagement of Care Leavers as EET. Reduction in NEET.
- Students sustaining and completing courses and training successfully.
- Develop and nurture strong relationships with professionals and young people to secure successful educational outcomes.

Key relationships (internal and external)

- Colleagues from the Council's Children & Families – especially Social Care, Fostering & Health.
- Colleagues from external agencies, Schools, Colleges, Training Providers, Employers etc.
- Young people.
- Colleagues from other areas of the Council.
- Colleagues from other partner agencies.

Authority level NONE

Person specification

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Essential knowledge, skills and abilities

- 1) ******Experience in support of care experienced young people in Key Stage 4 and/or Post 16 in an educational setting.
- 2) ******Experience in successfully reducing NEET rates; securing pathways for children into Post 16 education at all levels of study.
- 3) ******Knowledge of the wider needs that care experienced young people have (including but not limited to social, peer, health, youth justice and SEND) and strategies to support educational outcomes.

- 4) ******Knowledge of attachment and trauma informed practice and strategies to support young people. Experience of securing great outcomes for an individual /group of children and/or care leavers with this profile.
- 5) ******Demonstrate an understanding of working with the key issues related to young people who are NEET and the relationship these issues have to social exclusion and the disaffection of young people.
- 6) ******Ability to communicate with other professionals about the needs of individuals and groups of CLA and Care Leavers and secure agreement to take actions forward.
- 7) Demonstrate experience of producing reports and have written, verbal and presentation skills.
- 8) Demonstrate experience of developing knowledge and taking the lead in a specialist area and sharing and/or training colleagues and young people in this.
- 9) ******Demonstrate ability to work in a multi-agency team and co-operatively with other agencies and departments.
- 10) ******Demonstrate and have experience of working with young people in relation to education, employment and training. Providing information and encouraging and secure improved engagement.
- 11) ******Demonstrate an ability to communicate effectively with young people who are NEET (Not in Education, Employment or Training) and their families/carers and motivate them to address issues related to EET (Education, Training and Employment) in order to move them into EET.
- 12) Demonstrate an ability to assess young people's EET needs, motivate and inspire them in order to support their transition into positive destinations.
- 13) ******Experience of leading enrichment activities (such as trips and residential) and the willingness and ability to work in a flexible way including evenings and occasional weekends to deliver these, adhering to appropriate safeguarding and health and safety procedures.
- 14) ******Demonstrate an ability to be self-motivated and to work to deadlines and targets.
- 15) Effective working in partnership across organisations and teams and across hierarchies.
- 16) ******Strong inter-personal skills.
- 17) Demonstrate a commitment to as well as an understanding of the application of the Council's Race Equality and Equal Opportunities work and policies.

- 18) Demonstrate an ability to use IT for the collection and presentation of data to enable services to be targeted at those most in need.
- 19) Demonstrate experience of recording sensitive information, maintaining client case files and adhering to confidentiality policies.
- 20) Demonstrate experience of evaluating own practice and of making use of supervision.
- 21) Demonstrate a willingness to undertake other duties as directed by line managers commensurate with the post.

Essential qualification(s) and experience

1. 5+ GCSE's including English and Maths grade 4+ (grade C) GCSE or equivalent.
2. **Post 16 education qualifications Level 3. E.g. A Levels, Extended L3 BTEC Diploma, T Levels or Access Course
3. **A relevant professional qualification in the field of education/supporting education of children.
4. A relevant professional qualification in advice and guidance, e.g. NVQ 4 LDSS (Learning, Development & Support Services).
5. Degree.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they will do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards