

Job Description and Person Specification

Job details

Job title: Virtual School Education Officer: Looked after Children

Grade: L

Reports to: Head of the Virtual School

Directorate and Service area: Children's Services

Purpose of the job

To ensure that schools are fulfilling their statutory obligations in relation to the provision of education to looked after children and young people and that, at a minimum, all pupils in care to Northamptonshire are receiving their educational entitlement and are on track to achieve their potential.

To challenge, intervene, monitor and advise schools and settings where LAC and young people are not receiving their educational entitlement or have access issues which are preventing them from accessing the full curriculum offer.

Principal responsibilities

1. Work with schools, settings, and other partners to ensure that educational provision is of high quality, meets statutory requirements and promotes good progress and attainment by looked after children.
2. Provide challenge and support to schools across the County, and beyond, to ensure they are fulfilling their educational responsibilities towards looked after children.
3. Champion the needs and aspirations of looked after children and young people in ensuring they receive a high-quality education enabling them to fulfil their potential and achieve economic wellbeing.
4. Work with the Service Manager: education of looked after children and other officers where appropriate, to ensure that no school or setting is at risk of not fulfilling their statutory obligations in relation to the education of looked after children and young people.
5. Work with schools and settings to ensure that alternative educational provision is high quality, fulfils statutory entitlements, and is relevant to the needs, interests and aspirations of pupils disengaging from school and or at risk of permanent exclusion.
6. Facilitate the sharing of best practice and broker school-to-school support.
7. Ensure that requirements for effective Personal Education Plans are met.

8. Have regard to the national guidance on the education of looked after children and other relevant legislation.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

This post requires satisfactory clearance of a Disclosure and Barring Service disclosure.

Person Specification

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/Desirable
Degree level or equivalent		E

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/Desirable
Knowledge		
Knowledge to be able to deliver advice to teachers, SENCOs and designated teachers for LAC on delivering improved outcomes to Looked After Children.	Knowledge of teaching approaches, core subject content and progress rates.	E
Knowledge and understanding of schools, their systems and of the potential opportunities for inter-school collaboration.	Knowledge of successful and transferable practice in other schools in teaching programmes or individual support.	E

Knowledge and understanding of the needs and entitlements of looked after children and young people.	Knowledge of the particular challenges likely to be experienced by looked after children as a result of childhood trauma.	E
Knowledge of current guidance and legislation on entitlement issues particularly for looked after children.	Knowledge of admissions rights, 25 hours entitlement, and exclusions rights.	E
Skills		
Able to build effective relationships with looked after children, carers, social workers and school professionals that promote good educational attainment.	Gain professional credibility and trust so that advice is accepted and acted upon.	E
Able to provide solutions-focused identification of shortcomings in schools' and other settings' plans and provision.	Provide schools and others with guidance on how to improve practice and the attainment of looked after children.	E
Able to manage and prioritise a constantly changing workload.	Be flexible in arrangements so that problems can be addressed early.	E
Able to analyse data evaluate the progress	Be familiar and comfortable with the full range of systems that schools and others use to track progress and attainment of looked after children.	E

and attainment of looked after children.		
Experience		
Significant, proven and successful experience in a school and/or Local Authority with specific professional expertise working with vulnerable learners, particularly those looked after.	Experience of successfully providing for, monitoring the progress of and evaluating the achievements of children and young people.	E
Experience of leading the planning and successful implementation of work to impact positively on the education and/or life chances of looked after or vulnerable children or young people.	Evidence of leading and inspiring other to improve practice for the benefit of looked after children and young people.	E