

Job Description and Person Specification

Job details

Job title: Achievement Officer

Grade: NNBAND05

Reports to: Head of the Virtual School

Responsible for: N/A

Directorate and Service area: Children's Services

Purpose of the job

To support Looked After Children and young people in education, in matters relating to attendance, stability and achievement, within education settings and the wider environment.

To assist education settings, carers, social care teams and wider agencies in promoting attendance of looked after young people, through casework, to improve the life chances of young people through access to education and training opportunity.

Principal responsibilities

1. To have regular contact with education settings to assess individual circumstances adversely affecting progress of Looked After Children and develop with the education setting a plan to make improvement.
2. To be responsible for individual case work for Looked After Children. This includes investigating and finding solutions for the range of issues that may adversely affect progress through liaison with education settings, pupils and carers and any other related agencies or professionals, to improve life chances of children and young people.
3. To make arrangements for and lead on solutions agreements where first measures have been ineffective, ensuring that agreements are set up between carers and education settings with outcomes communicated in a timely manner for implementation; to determine when other processes are required in the event that previous arrangements have been unsuccessful; managing this between all Services.
4. Proactively support education settings in reducing any exclusion of Looked After Children.

5. To ensure that all case work records are kept in line with service expectations and agreed operational policy, practice and procedures for effective audit and service efficiency.
6. To represent The Virtual School at Multi Agency Meetings as and when required e.g. initial and review Personal Education Plans, liaison and joint practice.

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 an Enhanced Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria
Education, Qualifications and Training	NVQ Level 3 or equivalent. GCSE (Maths and English) Level 4 and above.
Experience and Knowledge	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. Knowledge and understanding of schools of how to find solutions to the obstacles to looked after children and young people making good progress in education. Knowledge of successful and transferable practice in other schools in teaching programmes or individual support. Successful experience of working with children, young people and families, carers, social workers and Health professionals. Experience of successfully ensuring effective provision for, monitoring the progress of and evaluating the achievements of children and young people
Ability and Skills	Very good interpersonal skills/liaison and mediation with schools and settings, parents and carers, children and young people and other professionals. Ability to engage a range of people to work together to provide effectively for looked after children. Ability to write and present clear and concise reports in English. Ability to record agreements and evaluate progress for a range of audiences. Proven experience of organisational skills, self-managing own case load. Ability to juggle competing demands and fit with other professionals busy priorities.

Attributes	Essential criteria
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.