

Job Description and Person Specification

Job details

Job title: Virtual School Education Officer

Grade: 8

Reports to: Virtual School Team Manager

Responsible for: N/A

Directorate and Service area: The Virtual School, Children's Services

Purpose of the job

The Virtual School is a team of experienced teachers and dedicated educational professionals. We promote and support the educational attainment and progress of Northamptonshire's children in care and children previously in care.

The Education Officer plays a key role within the Virtual School in promoting and improving the educational outcomes, attendance, attainment and aspirations of children in care and care leavers. The post provides challenge, advice and support to schools, education settings and partner agencies to ensure statutory duties are met and that children in care receive high-quality educational provision. The role champions the needs and voices of children in care, supports the effective development and quality assurance of Personal Education Plans (PEPs), contributes to the strategic development of the Virtual School, and works collaboratively with professionals to remove barriers to learning and help children fulfil their potential.

Principal responsibilities

(Please make these concise and ideally no more than 8)

1. Work in partnership with schools, education settings and other agencies to secure high-quality educational provision and improved outcomes for children in care and care leavers.
2. Provide support, challenge and professional advice to schools and settings to ensure they fulfil their statutory responsibilities and promote the educational achievement, attendance and wellbeing of children in care and care leavers.
3. Monitor, quality assure and support the effective completion of Personal Education Plans (PEPs), including monitoring appropriate use of pupil premium plus and ensuring that the voice, views and aspirations of children and young people are reflected in educational planning.
4. Champion the educational needs and rights of children in care and care leavers, working proactively to identify and remove barriers to learning, participation and progression.
5. Develop and maintain effective relationships with professionals, carers and partner agencies to improve educational outcomes and ensure coordinated support for children and young people.
6. Lead or contribute to projects, interventions and enrichment opportunities that enhance educational engagement, attendance, achievement and post-16 progression for children in care.

7. Design, coordinate and deliver training, guidance and support programmes that build professional understanding and promote best practice in the education of children in care, including approaches informed by attachment and trauma.
8. Provide leadership and line management to designated members of the Virtual School team, contributing to service development, continuous improvement and the achievement of strategic priorities.

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. Understand the council's commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. 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.

Special features of the post

If a DBS Disclosure is required for the role, include the following clause (Delete if not required).

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

If this post is Politically Restricted include the following clause (Delete if not required).

Under the Local Government and Housing Act 1989 this post is classified as a politically restricted or sensitive post. Holders of such posts are disqualified from seeking election to or being a member of the House of Commons, the European Parliament, or a Local Authority, other than a Parish Council

If this role requires the postholder to be fully vaccinated against Covid-19, include the following clause (Delete if not required).

This post requires satisfactory evidence of being fully vaccinated against Covid-19 in line with government guidance.

If there are any other special features of the job that need to be in the job description, please indicate them here.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	Degree level or substantial relevant experience in the field of education supporting vulnerable learners.	
Experience and Knowledge	Demonstrable knowledge and experience of education systems and settings, enabling effective support, challenge and guidance to education staff to promote positive educational outcomes for children in care and care leavers. Knowledge of successful and transferable practice from across schools and educational settings, including effective teaching programmes and individualised support interventions that improve pupil outcomes. Knowledge and understanding of the needs, entitlements and lived experiences of children in care and care leavers, including the impact of childhood trauma and the particular challenges this can present to their education, wellbeing and development. Significant, proven and successful experience in a school and/or Local Authority with specific professional expertise working with vulnerable learners, particularly children in care and care leavers. Experience of leading the planning and successful implementation of work to impact positively on the education and/or life chances of children in care and care leavers or vulnerable children or young people.	

Attributes	Essential criteria	Desirable criteria
Ability and Skills	Spoken English fluency. Able to build effective relationships with children in care and care leavers, carers, social workers and education professionals that promote good outcomes. Able to provide solutions-focused identification of shortcomings in schools' and other settings' plans and provision. Able to manage and prioritise a constantly changing workload. Able to plan and deliver training for carers, social workers and education professionals that promotes the education of children in care and care leavers. Strong analytical skills, with the ability to gather, collate and interpret quantitative and qualitative data to monitor the progress and attainment of children in care and care leavers and communicate findings to a range of audiences.	
Equal Opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Additional Factors		