

## JOB DESCRIPTION & PERSON SPECIFICATION

**Director Area: Children's Services**

**Job Ref Number: 4385**

**Service Area: Virtual School**

**Grade: G8**

**Job Title: Education (Progress) Co-ordinator Looked After Children**

### **PURPOSE OF JOB:**

To ensure, through effective monitoring and coordination, that all children in the care of Lincolnshire aged 3-18 have access to suitable, aspirational and high-quality education.

To work closely with educational settings, professionals and parents/carers to ensure every child in care has a high quality and effective Personal Education Plan (PEP) to help raise the achievement of this vulnerable group.

To ensure Pupil Premium Plus is effectively allocated to promote school attendance, academic progress and attainment of children in the care of Lincolnshire.

Co-ordinate a multi-agency approach to monitor and safeguard vulnerable children and to appropriately share confidential information which may pose an increased risk to a child in care and/or the local authority.

To provide day to day leadership, advice and guidance to education settings and Children's Service teams to promote, facilitate and support the achievement of local and national education and inclusion targets within an assigned locality or key stage.

Ensure a proactive and preventative approach between agencies in meeting the educational needs of children in care and previously looked after children.

Act as an education advocate for children in care and previously looked after children by providing support and challenge to education settings and professionals in-order to promote academic engagement and achievement.

To act and carry out the duties and functions of the Designated Teacher providing educational advice, support and guidance to pupils placed in educational settings otherwise than in mainstream schools e.g. early years settings and FE colleges.

To provide advice to schools, parents/carers and other agencies to promote the educational outcomes of previously looked after children

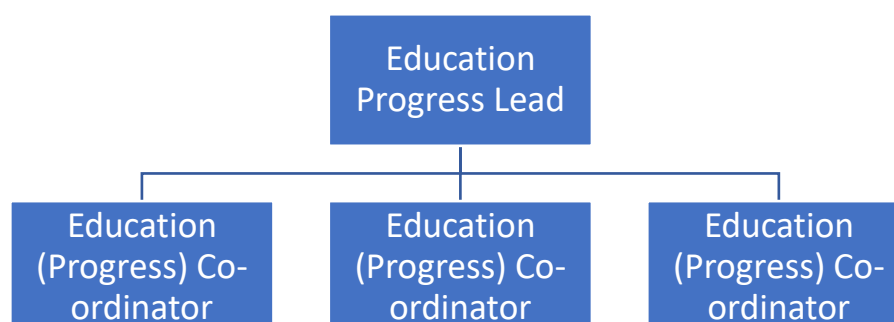
To provide advice and support in securing places and appropriate provision for children in care in early years settings, schools, colleges and for employment with education related opportunities

Contribute to the delivery of high-quality services to those stakeholders involved in supporting the education of children in care through the delivery of training and professional development opportunities. Assist, as appropriate, with

- Providing an integrated approach to performance management, quality standards and service delivery
- Embedding new ways of thinking and working
- Developing and maintaining strong, positive working relationships with educational settings, commissioners, their teams/partners and across service areas as appropriate

Continuously look for synergies and efficiency savings across area of responsibility.

#### TEAM STRUCTURE:



#### MAIN DUTIES:

1	To provide support and guidance to staff and pupils in early years settings, schools and post 16 provision on the bespoke needs of children in care.
2	<p>Provide day to day leadership as appropriate to deliver the agreed priorities of the Virtual School, working collaboratively with stakeholders</p> <ul style="list-style-type: none"> <li>○ Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working to improve educational outcomes for children in care and previously looked after children</li> <li>○ Maximizing the impact of resources and value for money to achieve outcomes for the Council as corporate parent</li> <li>○ Ensure effective performance management to deliver outcomes in line with service delivery requirements</li> <li>○ Provide expert advice and guidance to stakeholders to improve the academic progress of children in care and previously looked after children.</li> <li>○ Provide expert advice and guidance for all educational phases.</li> </ul>
3	Operate frameworks for Quality Assurance. Involve children, carers and staff in resolving issues which may influence educational achievement
4	Look to continuously improve services, identifying where possible, value for money savings and managing within allocated budgets. Evaluate and share good practice with operational colleagues and partner agencies.
5	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
6	Contribute to the development of individuals across the Council by coaching, mentoring and motivating staff to achieve performance excellence.
7	As an employee, create a positive image of the County Council
8	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers including to;

	<ul style="list-style-type: none"> <li>• Provide an audit of provision for children in care within a locality year group or educational phase.</li> <li>• Provide regular updates, training and support for the assigned educational establishments on issues, policies and best practice for children in care and previously looked after</li> <li>• Provide the appropriate updates, advice and training for Designated Teachers, Children's Services teams and Governors of schools.</li> <li>• Provide updates and support training to ensure that high quality and effective electronic Personal Education Plans are up to date and maintained for all Children in care.</li> <li>• Ensure that best practice is appropriately shared and disseminated</li> <li>• Assess and review individual cases in tandem with Social Services and other agencies.</li> <li>• Convene and attend relevant meetings with schools and agencies representing the Virtual School to ensure the appropriate educational support is provided.</li> <li>• Prioritise and attend all Virtual School monthly team meetings and wider partner meetings</li> <li>• Provide professional assessments and observational reports for use in appropriate settings.</li> <li>• Take part in Performance Management and cooperation with 1:1 supervision arrangements.</li> <li>• Provide support and assistance with the induction of new staff working with children in care.</li> <li>• Provide budget/spending plans to support and enhance educational objectives and targets.</li> <li>• Attend meetings as required and directed by the Virtual School Head or equivalent</li> <li>• Contribute appropriately to Virtual School annual development planning and training for schools and Children's Services staff.</li> <li>• Be fully conversant with LA and national policy and practice regards expectations and provision for children in care and previously looked after children.</li> <li>• Ensure a robust level of monitoring and supervision is provided for all children in care– to include attendance, attainment, progress, target setting and the provision of additional support to achieve improved outcomes</li> <li>• Review and revise individual support plans and PEPs with regard to academic and holistic needs of individual children in care allocated to the Education Progress Co-ordinator</li> <li>• Prepare materials, resources and guides to raise the awareness of agencies to promote the achievement of individual short, and long-term objectives for children in care and previously looked after children.</li> </ul>
9	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards. Provide budget/spending plans to support and enhance educational objectives and targets.
10	Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness

PERSON SPECIFICATION			
Requirements	Where identified*	Essential	Desirable
Knowledge and understanding of the potential impact of trauma, attachment and mental health issues on children and young people's ability to engage in learning.	A/I/P	✓	
Good knowledge and understanding of schools, teaching and learning pedagogy, school organisation, systems and structures to include budget and funding arrangements.	A/I/P	✓	
Clear understanding of the national curriculum requirements and the	A/I	✓	

entitlement curriculum at all key stages of both primary and secondary aged children as well as statutory assessment and testing arrangements.			
Ability to undertake work concerning more involved bespoke alternative curriculum arrangements which requires a good standard of practical knowledge and skills in the area of educational provision in which the postholder will be engaged supporting children in care.	A/I	✓	
An appropriate experience of working with pupils and young adults combined with proven levels of multi-agency working relating to young people with challenging behaviours where alternative educational provisions to mainstream schooling may be required and creative solutions negotiated e.g off-site/college link opportunities, vocational training in order to maintain the momentum of education for a young person in care which ensures the appropriate level of attainment and/or achievement for the individual.	A/I/P		✓
Ability to support and challenge partners to ensure children in care are well supported through the co-ordination, development and monitoring of high quality Personal Education Plans (PEPS).	A/I/P		✓
Well-developed written, oral communication and IT skills in order to effectively chair and co-ordinate PEP meetings.	A	✓	
A high level of organisational skills and the ability to prioritise demands in order to meet statutory timescales.	A/I	✓	
A current driving licence and appropriate insurance.	A/I	✓	
The post holder will be required to travel around the county to attend appointments with occasional travel outside of Lincolnshire	A	✓	
Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty	A/I	✓	
A clear understanding of application of diversity and equality within the work	A/I	✓	

setting and at the point of service delivery			
A DBS check is an essential requirement	A/I		

\*A = Application form      T = Test/Assessment      I = Interview      P = Presentation

**GENERAL**

The postholder is required to take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self-service to achieve maximum cost effectiveness.

The postholder is expected to work to the Lincolnshire County Council Core Values and Behaviours and to carry out the duties in accordance with Lincolnshire County Council policies.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Safeguarding** -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.