

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area:
Children's Services

Job Ref Number: 04112

Service Area: Virtual School

Grade: G10

Job Title: Post 16 (EET) Lead Children in Care

PURPOSE OF JOB:

To promote the education, employment and training of Children in Care and to enhance their life-chances, through ensuring that effective procedures are in place to enable the County Council to fulfil its role as Corporate Parent. To work strategically and on an individual basis to promote the access, achievement and inclusion of this vulnerable cohort. A key purpose of this job is to facilitate and develop partnership working.

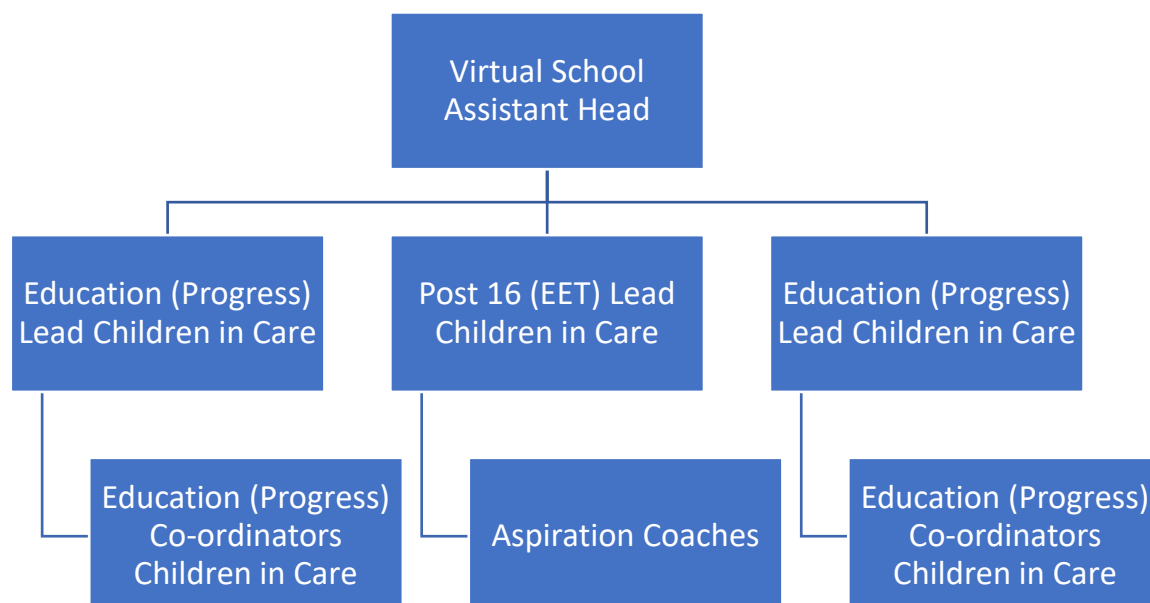
To provide day to day leadership, advice and guidance to Virtual School team members, Children's Services colleagues and education, employment and training providers.

Contribute to the delivery of high quality services to those stakeholders involved in supporting the education, employment and training of post 16 children in care. 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 stakeholders, 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 produce and maintain cohort tracking to inform appropriate involvement from Children's Services in all aspects of the education, employment and/or training of Post 16 Children in Care.
2	Provide day to day leadership as appropriate to deliver the agreed priorities of the Virtual School, working collaboratively with stakeholders.
3	Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working to improve educational outcomes for Children in Care.
4	Maximising the impact of resources and value for money to achieve improved outcomes for the Council as corporate parent.
5	Ensure effective supervision and performance management to deliver outcomes in line with service delivery requirements.
6	Provide expert advice and guidance to stakeholders to improve the progress of Post 16 Children in Care.
7	
8	Understand and work with stakeholders as appropriate, developing and maintaining relationships with commissioners, service users, partners and potential providers. To work closely with colleagues across Children's Services to ensure access to reliable data on this cohort to inform effective intervention.
9	Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting and utilise this to devise and deliver training on meeting the needs of Children in Care within the Children's Services Directorate and for education settings, employers and training providers.
10	Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators. To liaise with other Local Authorities with reference to appropriate provision for Children in Care who move across Local Authority boundaries
11	Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council.
12	Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes with stakeholders. and monitor delivery in line with the Virtual School strategic plan. To be familiar with all aspects of legislation relating to Children in Care and to interpret and apply it appropriately, and provide guidance to school Heads, Governors, Post 16 providers, employers, Elected Members, and the staff of other Directorates on such matters as required
13	Ensure Council resources are optimised and utilised effectively and efficiently. To produce and present reports as required by Elected Members and other interested groups, such as OfSTED, and the Audit Commission.
14	Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets. To represent the LA at the other Local Authority meetings and other forums as required, and to undertake any resultant tasks
15	Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations.
16	As an employee, create a positive image of the County Council. To maintain an overview and understanding of a wide range of Educational, Social Services, and Health policies and procedures as they affect Children in Care.
17	Deliver excellent customer service, incorporating the Council's equality and diversity objectives and supporting the council to achieve best practice in all it delivers. To take decisions on complex casework matters finding creative solutions where necessary.
18	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice.
19	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,

	To support the County Council's LPSA development agenda as it applies to Children in Care to be part of establishing and developing specific projects in response to LPSA targets and the need to raise the achievement of Children in Care.
20	To lead on the review and quality assurance of EET information within Personal Education Plans and Pathway Plans to inform future support.
21	To act as a point of contact and a source of advice for other professionals closely involved with the education of Post 16 Children in Care.

PERSON SPECIFICATION

Requirements	Where identified*	Essential	Desirable
Up to date understanding of post 16 educational provision (legislative, regulatory, best practice) and practice to overcome potential barriers to the attendance, progress and attainment of children in care	A/I/P	✓	
Excellent interpersonal skills and the ability to collaborate and influence internal and external partners and stakeholders, co-producing where required.	A/I	✓	
A full professional qualification with a minimum of 5 years' relevant post-qualification experience of working with Post 16 students	A	✓	
Experience of directing and supervising a diverse staff group to ensure service user's needs are met effectively and efficiently against agreed targets and timescales.	A/I		✓
Ability to support and challenge colleagues and partners to ensure vulnerable young people are well supported.	A/I	✓	
Excellent written and oral communication skills, with the ability to write and present reports and training.	A/I/P	✓	
A high level of organisational skills and the ability to prioritise demand.	A	✓	
Well developed IT skills with the ability and knowledge to use Microsoft Office including spreadsheets effectively.	A/I/P	✓	
The postholder will be required to travel around the County to attend appointments, with occasional travel outside of Lincolnshire	A	✓	
Clear understanding of Lincolnshire County Council safeguarding policies and procedures.	A/I		✓
A clear understanding of application of diversity and equality within the work	A		✓

setting and at the point of service delivery.			

*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.