

JOB DESCRIPTION & PERSON SPECIFICATION

Director Area: Children's Services	Job Ref Number: 03719
Service Area: Virtual School	Grade: (click here for value) G8 (£29,174 - £32,798)

Job Title:

Education (Progress) Co-ordinator Children with a Social Worker

PURPOSE OF JOB:

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To ensure by effective monitoring and coordination Children with a Social Worker (CWSW) have access to suitable and education. To work closely with the communications system and management structure of the Virtual school to help raise the achievement of this vulnerable group.

Co-ordinate a multi-agency approach to monitor and safeguard CWSW and to appropriately share confidential information and any such information which poses increased risk to the CWSW and/or the To provide day to day leadership, advice and guidance to the provider team(s) and/or work within own area of responsibility and promote facilitate and support the achievement of local and national education and inclusion targets within the assigned locality areas. Ensure a proactive and preventative approach between agencies.

Act as Advocate for CWSW in home and school/education settings to include alternative provision.

To support the duties and functions of the locality social care teams, Designated Safeguarding Leads and Designated Team settings providing educational advice, support and guidance to all stakeholders and partners.

To act as lead adviser to social care teams, schools and other agencies in the organisation and provision of education for CWSW aiming to raise the academic achievement of those pupils.

To advise on the suitability of educational placements of children with a social worker into early years settings, schools, colleges and for employment with education related opportunities

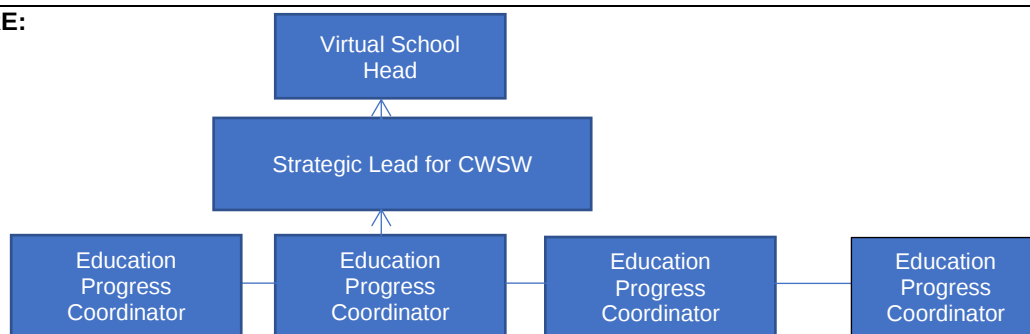
Contribute to the delivery of high quality services to those stakeholders involved in supporting the education of CWSW.

Assist, as appropriate, with

- Providing an integrated approach to performance management, quality standards and service delivery
- Embedding new ways of thinking and working within education and social care teams
- Developing and maintaining strong, positive working relationships with teams/partners and across service areas as appropriate.

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

TEAM STRUCTURE:



MAIN DUTIES:

1	Promote improved outcomes for children with a social worker (CWSW) both in school and in the home.
2	• Providing day to day leadership as appropriate to deliver the agreed priorities of the Virtual School, working collaboratively with stakeholders • Coach/mentor teams/colleagues as appropriate to embed new ways of thinking and working to improve educational outcomes for CWSW • Maximising the impact of resources and value for money to achieve outcomes for the Council • Ensure effective performance management to deliver outcomes in line with service delivery requirements • Provide expert advice and guidance to stakeholders to improve the, attendance, inclusion and academic progress of CWSW • Provide expert advice and guidance for multi-agency child protection teams and education settings within the safeguarding processes involving Child in Need and Child Protection
3	Support frameworks for Quality Assurance assisting in audit and group supervision to improve practice. Involve children, carers and staff in resolving issues which may influence educational achievement
4	Look to continuously improve services in area of responsibility, 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 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; • Provide an audit of provision for children with a social worker within a locality area. • Provide regular update training and support for the assigned locality teams and educational establishments on CWSW issues, policies and best practice. • Provide the appropriate update advice and training for Social Workers, Designated Safeguarding Leads, Designated Teachers and for Governors of schools. • Provide update and support training to ensure that plans are up to date and focused on the education and welfare of children with a social worker. • Ensure that best practice is appropriately shared and disseminated • Assess and review individual cases in tandem with Social Care and other agencies. • Convene and attend relevant meetings with schools and agencies representing the Virtual School to ensure the appropriate educational support is provided. • Prioritise and attend all Virtual School team monthly core and wider partner meetings • Provide professional assessments and observational reports for use in appropriate settings. • Take part in Performance Management and cooperation with 1:1 supervision arrangements. • Provide support and assistance with the induction of new staff working with CWSW • Provide budget/spending plans to support and enhance educational objectives and targets. • Attend meetings as required and directed by the Virtual School Head or Strategic Lead for CWSW • Contribute appropriately to Virtual School annual Development Planning and Inset training for schools and children's services staff. • Be fully conversant with LA and National Policy and Practice with regard to expectations and provision for CWSW. • Ensure a robust level of monitoring and supervision is provided for CWSW alongside the assigned locality schools – to include attendance, attainment, progress, target setting and the provision of additional support to achieve improved outcomes • Advise on CP, CiN, IEPs, PSPs, EHCP and other plans with regard to academic and safeguarding needs of CWSW • Prepare materials and resources as guidance for social care teams and educating agencies which support the improved outcomes of CWSW.
9	Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards.
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
Good knowledge and understanding of schools, teaching and learning pedagogy, school organisation, systems and structures to include budget and funding arrangements.	A/I	x	
Clear understanding of the national curriculum requirements and the entitlement curriculum at all key stages of both primary and secondary aged children as well as statutory assessment and testing arrangements.	A/I	x	
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 with a social worker	A/I	x	
An appropriate experience of working with pupils and young adults combined with proven levels of multi-agency working relating to the education of children with a social worker, Safeguarding, Child in Need and Child Protection. An understanding of the impact of trauma, neglect and abuse on children and young people on how this may be demonstrated through challenging behaviours in education settings and the statutory guidance around permanent exclusions and suspensions to support creative solutions in order to improve inclusion and the safety and education for CWSW..	A/I		x
A current driving licence and appropriate insurance.	A/I	x	
The post holder will be required to travel around the county to attend appointments with occasional travel outside of Lincolnshire	A/I	x	
Specific posts may necessitate advanced specialist knowledge and skills. Post holders should be comfortable working with ambiguity and uncertainty	A/I	x	
A DBS Check is an essential requirement	A/I	x	
*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.