

ROCHDALE BOROUGH COUNCIL

JOB DESCRIPTION

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| SERVICE SECTION | : | Early Help and Schools Schools Team – Virtual School |
| LOCATION | : | Number One Riverside |
| JOB TITLE | : | Education Support Officer – Cared for Children and previously Cared for Children (Looked After Children) |
| POST NUMBER | : | |
| Grade | : | Grade 7 |
| Accountable to | : | Virtual Head teacher |
| Accountable for | : | None |
| Hours of Duty | : | Full time, 37 flexible working hours per week in accordance with the needs of the service |
| Any Special Conditions of Service | | <p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by R B C.</p> <p>An enhanced DBS check is necessary for this position</p> <p>Required to travel within and outside the Borough. Casual car mileage payable</p> |

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

- To support the Virtual School Head in ensuring that Rochdale Council fulfils its statutory duties in promoting the education of cared for children and previously cared for children up to the age of 18 and its extended duties to promote the education of children with a social worker and those living in Kinship Care arrangements.
- To provide guidance and support with arrangements associated with the identification, information gathering, assessment, provision, and review and monitoring for cared for and previously cared for children and young people to support their education and reduce NEET.

- To take a lead in cases of cared for children and young people as part of the statutory ePEP process for children in care
- To provide advice, guidance and training to schools, colleges, social care colleagues, foster carers and other stakeholders around supporting the needs of children in care, children with a social worker and those previously in care.
- To ensure the effective use of pupil premium plus to support and champion improved educational outcomes for children in care to Rochdale LA

Control of Resources

Personnel

To be responsible for the direction, support and motivation of self and any staff under the post holder's control.

Financial

To work in accordance with Financial Regulations and procedures of the Council.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the post holder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

Equality and Diversity

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

Relationships (Internal and External)

The post holder will work in close collaboration with Early Years settings, schools and post 16 providers, SEND services both in and outside of the Borough; Children's Social Care staff; parents and carers.

Responsibilities

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

Values and Behaviours

Approach the job at all times using the values set out below:

- Proud
- Passionate
- Pioneering and Open

Be aware of and apply these behaviours at all times.

Principal Duties

1. Support the work of the Virtual School through providing information, advice and guidance on the educational needs of Cared for Children and previously Cared for Children to education settings, carers, Children's Social Care staff and any other key stakeholders.
2. To work with the Virtual School Headteacher, other stakeholders and LA's to ensure that when a cared for child is without a school place, that one is secured for them as soon as possible and that an appropriate education package is in place in the meantime.
3. To maintain the Virtual School's CfC register for the lead cohort and update this as required.
4. Contribute to the accurate monitoring and reporting of data and information relating to the attainment, attendance and achievement targets and outcomes of Cared for and previously Cared for Children as part of the ePEP process
5. To work with the Virtual school SEND lead, ensuring professionals are following the procedure for cared for children and previously cared for children and young people who require a complex education package or high-cost EHC Plan in accordance with the approach outlined in the SEND Code of Practice.
6. When required, to attend PEP meetings, CLA planning, stability meetings, annual reviews, strategy meetings and any other crucial multi-agency meetings, both within the LA and in other boroughs and contribute to the outcomes of those reviews and make recommendations regarding provision/placement to the appropriate partners and children's social care
7. To support within statutory and LA timeframes, the delivery of high quality electronic Personal Education Plans (ePEPs) for Cared for Children with an Education Health and Care Plan and implement the quality assurance process and framework to this.
8. To keep up to date with current legislation, policies and practice in relation to the Children and Families act, Children and families well-being bill, Statutory education guidance for children in care, SEND code of Practice and Cared for and previously Cared for Children and provide advice and guidance for schools, carers and Children's Social Care staff as appropriate relating to these.
9. To support and challenge schools and settings in meeting the needs of cared for children and young people through promoting inclusive practices, as defined by key DfE guidance and policies
10. Develop and deliver training as required, especially in improving the knowledge base of education staff, children's social care and foster carers in regard to the needs of Cared for and previously Cared for Children as well as those with a social worker or in Kinship care.
11. Provide support to key services and agencies, schools, social workers, personal advisers and carers so as to reduce suspensions and ensure Cared for and previously Cared for Children get the highest possible level of educational achievement.
12. Enabling Cared for and previously Cared for Children and young people to be actively involved in their own education by gaining consultation to enable their voices to be heard and to celebrate their successes.
13. To support the Virtual School Head in the development of the Virtual School's strategic responses to promote and enhance the educational outcomes of children with a social worker i.e. children on Child Protection and Child In Need Plans for those with SEND and provide advice, guidance and signposting to parents/carers of children with SEND on an SGO, PLAC or in Kinship care

**Rochdale Borough Council
Person Specification**

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|------------------|--------------------------------------|----------------------|---|
| Service : | Early Help and Schools | Post: | Education Support Officer – Cared for Children and previously Cared for Children |
| Section : | Schools Team - Virtual School | Post Number : | |
| Job Ref: | | Grade: | Grade 7 |

Note to Applicants:

The *Essential Criteria* are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The *How Identified* column shows how the Council will obtain the necessary information about you.

If the *How Identified* column says the **Application Form** next to an *Essential Criteria* you **MUST** include in your application enough information to show **how** you meet these criteria. You should include examples from your paid or voluntary work.

The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.

| Criteria | Essential (E) or Desirable (D) | How Identified: AF Application Form I Interview A Assessment P Presentation |
|--|---|--|
| (a) Special working conditions | | |
| 1 Are you available to attend some meetings in the evening as well as during the school day? | E | AF/I |
| 2 Are you able to travel to some meetings outside of the Rochdale Borough area? | E | AF/I |
| (b) Qualification and Experience | | |
| 3 Do you have a professional qualification to level 6 within education, health or social care (to degree level equivalent) or a related degree? | E | AF (certificates to be brought to interview) |
| 4 Please demonstrate your recent experience of working as a professional within the field of education and/or children's social care | E | AF/I |
| 5 Please share your knowledge, understanding and awareness of educationally vulnerable children especially those who are in care, been in care, or on the edge of care e.g. on Child In Need/Child Protection Plans | E | AF/I |
| (c) Skills and Knowledge | | |
| 6 Please describe your understanding of, and your responses to, the educational needs of vulnerable children and possible later NEET outcomes | E | AF/I |
| 7 Please provide evidence of how you collate, analyse and share educational information and data and any impacts from your analysis | E | AF/I |
| 8. Please explain your knowledge of policies and guidance in relation to children in care, as well as your knowledge of SEN and disability legislation including the SEND Code of Practice (2015) and their relevance to the post. | | |

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| 8 | Please give examples of your empathy for children and young people in care, previously been in care or on the edge of care and how you champion their interests in your current role in relation to their education | E | AF/I |
| 9 | Please share examples of how you fostered and maintained a positive, proactive approach to working with other agencies/professionals to reach positive outcomes for vulnerable children and young people. | E | AF/I |
| 10 | Please describe what innovative strategies, approaches and interventions you have developed or utilised to support and promote outcomes for vulnerable cohorts in education | E | AF/I |
| 11 | What examples can you give of working in partnership with carers or parents to achieve the best outcomes for vulnerable children and young people? | E | AF/I |
| 12 | When, how and why have you had to prioritise, plan and organise your workload in challenging, stressful, high demand situations? | E | AF/I |
| 13 | Please share examples of how you work in a team in order to meet deadlines and fulfil requirements | E | AF/I |
| 14 | Please give some examples of your good verbal, written communication and presentation skills, for example in a training context and any impact. | E | AF/I |
| 15 | Please demonstrate a good level of interpersonal skills with children, adults and multi-agency professionals. | E | AF/I |
| (d) Behaviours and Values | | | |
| | <p>Approach the job at all times using the values set out below:</p> <ul style="list-style-type: none"> • Proud • Passionate • Pioneering and Open <p>Please confirm you are willing to adhere to these</p> | E | AF/I |