



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

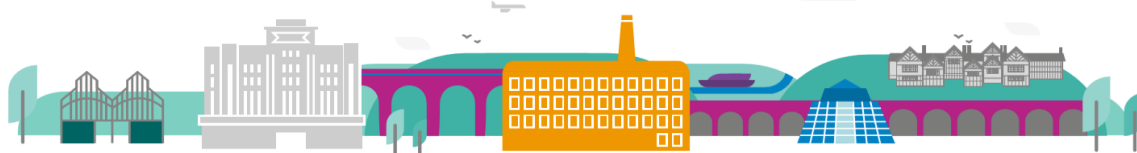
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





Ambitious Stockport, creating opportunities *for everyone*

About the Job

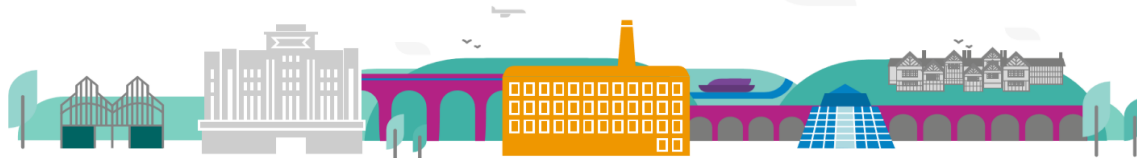
Role:	Virtual School and College Officer
Service Area:	Virtual School and College
Directorate:	Services to People - Childrens
Salary Grade:	SO1

Main Purpose of the Job

- To support children in care and other vulnerable children to access their education, improve school attendance and raise their educational outcomes
- To work alongside Virtual School teaching advisors, schools, social workers, carers and families to support solutions to improve school attendance and any emotionally based school avoidance

Key Responsibilities

- To offer short term support within schools for specific intervention programmes
- To support the administration of documentation such as Personal Education Plans and assist in record keeping on systems such as Liquid Logic and attendance monitoring systems
- To be a mentor to individual children at different key stages dependent on need and as required
- To support celebration events, trips and workshops when required
- To provide brokerage and advocacy for young people and families, assisting them to access services.
- To provide sustained support to young people according to their needs and help them to achieve their goals through individual/group interventions and outreach activities
- To contribute to multiagency meetings and planning when required
- To prepare paperwork and source resources if required
- To manage a workload within individual and departmental priorities and policies
- To work positively and inclusively with colleagues and service users so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.



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Additional Information

The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

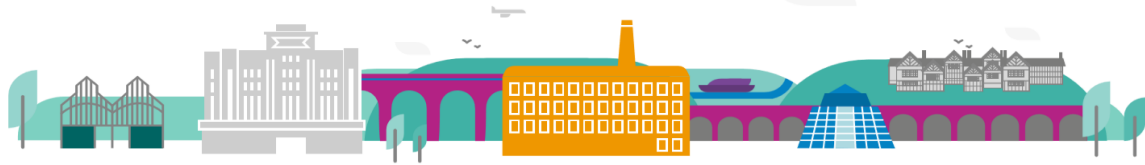
- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.

Experience

- Experience of working with vulnerable children within an education setting
- Experience influencing and gaining commitment from people establishing high levels of trust and credibility across schools and partnerships
- Evidence of commitment to own continuous professional development
- Evidence of working proactively and independently as well as part of a team
- Proven teaching assistant or learning mentor experience

Skills and Abilities

- Good oral and written communication skills
- Organised and able to work under pressure
- Ability to cope with complex issues and competing priorities
- A confident user of IT as a work tool
- Ability to demonstrate a high degree of awareness of the need of children, their families and schools



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- A high degree of integrity
- Demonstrates strong commitment to the promotion of equal opportunities
- Ability to demonstrate a high degree of awareness to the needs of service users
- Demonstrates strong commitment to the public service

Education/Qualifications/Knowledge

- Good standard of education and relevant experience, plus evidence of training to enable working at this level
- Positive commitment to further training, self-development and willingness to undertake training
- Some evidence of SEND or EBSA qualifications to support the education of vulnerable children within a classroom setting