



Your job

Job Title: Education Engagement Officer

Service: Virtual School Team

Grade: G7

Reporting to: Jessica Hitchen – Inclusion Manager – Virtual School Team

Our Virtual School Team vision is that all children and young people in our Virtual School community will feel safe, secure and supported in their education and home environments. We will achieve our vision by being the educational advocates: working collaboratively with other involved agencies and keeping the young person at the centre of all decision-making. We will provide empathic challenge around the importance of relational approaches, to ensure that the learning needs of our children and young people are identified and met, in order for them to make robust progress towards their aspirational goals: educational and otherwise.

As an Education Engagement Officer within the team, you will support the removal of any barriers impacting on our Children Looked After's ability to achieve in education and encourage them to have high aspirations and strive towards them.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (GDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

In this job you will:

In the next 12 months you will:

- Develop a working relationship with a range of multi-agency professionals to enable best practice to improve outcomes for our Children Looked After (CLA)
- Attend weekly meetings with colleagues in the Virtual School and contribute to the development and delivery of a service plan for supporting children in a specific area of need eg: inclusion
- Ensure regular liaison with education and social care colleagues to find solutions to education barriers
- Manage a direct work caseload of school age children across varied key stages, in response to data analysis and communication from schools, ensuring timely and accurate case recording to evidence impact
- Have a good understanding of how Personal Education Plans (PEPs) can be used effectively to plan for young people: highlighting strengths as well as considering barriers to learning and how these can be overcome
- Have a good understanding of how Pupil Premium Plus (PP+) can improve educational outcomes at an individual, school and cohort level
- Develop a good understanding of the Council's Excellence in Education and SEND strategy and how your role within the Virtual School Team contributes to the plan's aims
- Complete all induction training and be familiar with all key statutory guidance relevant to our CLA
- Offer advice in line with recent statutory guidance, to education settings and partners around school attendance, suspensions and restorative approaches, demonstrating a good understanding of how inclusive practice can support the needs of our CLA
- Monitor the attendance of our CLA and offer support and intervention when attendance becomes a cause for concern, promoting the importance of regular sustained school attendance and the emphasising the correlation of the impact on outcomes, both academic and social, when children miss school.
- Provide additional support our CLA at key stages of their education journey: when a child first starts school, during transition stages, during placement changes. This support may include escorting on visits to any alternative/new settings or home visits as appropriate

On an ongoing basis you will:

- Provide support in the widest sense for our CLA, their families/carers and schools, in order that every child and young person receives the maximum benefit from the educational opportunities available.
- Adopt and promote relational approaches to supporting the needs of children looked after in their education setting
- Ensure the educational needs of our CLA are represented, explored and advocated for at any meetings or panels attended, according to individual children's needs or at the request of your manager to represent the team eg: Placement stability Panel
- Contribute to and participate in My Time and My Time Reflection meetings to enable you to focus on your needs and aspirations within your role. These meetings will allow you to shape your goals and support you to embed the Be Wigan behaviours within your day-to-day work and practice.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- 5 GCSEs including English and Maths
- HLTA/NVQ level 4 or equivalent
- Significant experience working with children in an education setting, who may demonstrate social, emotional and mental health difficulties
- Experience of working with education establishments and multi professional agencies
- A thorough understanding of the challenges faced by CLA accessing education provision and a general knowledge and understanding of current legislation and guidance around the educational needs of CLA
- Ability to analyse facts and situations, including quantitative data and the use of spreadsheets, to seek out themes and trends
- Ability to think creatively and contribute to solution-focused plans in the short, medium and long term
- Skills in analysing need in specific groups of children and families and the ability to develop and deliver support packages to meet that need, with a knowledge of evidence-based interventions and

by considering advice from other professionals eg: Educational Psychology

- A thorough understanding of safeguarding procedures and an ability to work independently whilst ensuring safeguarding procedures are observed, protecting the child and the adults around the child
- Enhanced DBS check
- A current valid driving license and business insurance.

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”