

DARLINGTON BOROUGH COUNCIL

CHILDREN AND ADULTS SERVICES

JOB DESCRIPTION

<u>POST TITLE :</u>	Virtual School Education Officer
<u>PAY BAND :</u>	Band 8
<u>JOB EVALUATION NO.</u>	E3394
<u>REPORTING RELATIONSHIP</u>	Virtual School Headteacher
<u>JOB PURPOSE :</u>	To promote the education of Children Looked After in line with the Strengthening Families ethos
<u>POST NO.</u>	D13943
<u>PDR COMPETENCY FRAMEWORK</u>	Level 1, Expected Competencies for all employees

MAIN DUTIES/RESPONSIBILITIES

1. To work in partnership with looked after young people, their teachers, social workers, carers and other professionals to promote their academic achievement
2. To collaborate with designated teachers and head teachers, to ensure all Darlington LAC pupils receive a high quality education in good or outstanding schools where their individual needs can be met, alerting the Virtual School Headteacher to any issues as they arise.
3. To support smooth and effective transition for looked after children as they move between phases, into post 16 education or when moving educational settings. That the requirements to participate in education or training at least until their 18th birthday.
4. To support the quality assurance of provision and to ensure that all looked after children have a robust and effective Electronic Personal Education Plan (EPEP) which promotes the appropriate use of the Pupil Premium Plus. To monitor the termly reviews of the PEP and raise any issues with the Virtual School Headteacher.
5. To meet regularly with "Darlo Care Crew" to identify young people's educational issues and work together to address those issues.
6. To attend the Multi Agency Looked After Children group(MALAC) to raise awareness of educational issues to a wider audience of professionals working with CLA.
7. To liaise with school admission colleagues to ensure that looked after children are placed in the school which best meets their needs. To work with social workers to facilitate this.
8. To support children looked after by the authority who are in custody.
9. To work closely with colleagues undertaking EHC planning for looked after children to ensure provision is in place as directed.

10. In conjunction with the Virtual School Headteacher, provide advice and guidance for schools and social worker colleagues where school attendance or academic progress is an issue. This includes the monitoring exclusions and any use of part time timetables.
11. When appropriate link directly with Virtual Schools in other local authorities as to ensure timely and appropriate education placement changes; school admissions etc for CLA placed out of area.
12. This post involved frequent contact with, and occasional responsibility for, children.
13. To safeguard and promote the welfare of children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
14. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
15. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
16. Carry out your role in line with the Council's Equality agenda.
17. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
18. Any other duties of a similar nature related to this post that may be required from time-to-time.
19. Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
20. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.
21. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment the employee will be subject to rechecking as required from time to time by the Council.

Date: August 2019

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VIRTUAL SCHOOL EDUCATION OFFICER
CHILDREN AND ADULTS SERVICES

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
Qualifications & Education			
1	NVQ3 or equivalent recognised professional qualification relevant to service specialism (e.g. childcare, youth studies, community development, social care, health etc.) For Early Years provision, NVQ3 or equivalent recognised childcare qualification.	E	
Experience & Knowledge			
2	Approx. 2 years' experience of working young people	E	
3	Knowledge of relevant practice e.g. childhood and adolescent development, family dynamics, domestic abuse, drug and alcohol, etc	E	
4	A good understanding of the education system from Early Years through to University	E	
5	Understanding of children with additional needs and those who have early childhood trauma and insecure attachment	E	
6	Understanding and experience educational progress measures	E	
7	Experience of working in a multi-agency approach	E	
8	A working knowledge of Looked After Children and the difficulties that they can experience in educational settings	E	
9	A working knowledge of the core purpose and delivery requirements of a Virtual School	E	
10	Approx. 2 years' experience of interpreting legislation, policy or procedures to give recommendations and advice	E	
Skills			
11	An ability to critically analyse and link information about families to identify emerging or historical patterns of behaviour that are detrimental to the health and well-being of children	E	
12	An ability to work across agency and service boundaries to maximise resources for children and their families	E	
13	Ability to communicate both orally and in writing to a wide range of audiences (including ability to write clear and concise reports & presentations)	E	
14	Ability to work individually and as part of a team	E	

15	Ability to engage positively with service users, colleagues and the most difficult to engage families	E	
16	Ability to use initiative and make decisions outside immediate policy and procedure, and without reference to manager.	E	
17	Ability to monitor understanding of others, develop approach and take corrective action if required	E	
18	IT literate, capable of using MS Word/Excel and office packages.	E	
Personal Attributes			
19	Ability to demonstrate creative skills	E	
20	Flexible and proactive attitude to work	E	
Special Requirements			
21	Ability to work in a flexible manner including occasional evening and weekends on an agreed basis	E	
22	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	
23	Capable of independent travel to carry out the requirements of the post	E	
24	Interest in working with children to promote their development and educational needs.	E	
25	Ability to form and maintain appropriate relationships and personal boundaries with children.	E	
26	Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.	E	
27	Suitability to work with children.	E	
28	Enhanced DBS check required	E	