



Job Profile

Support Worker

Grade H

Group: Education, Schools and Inclusion

Service: educationGateshead

Team: Gateshead Virtual School

Location: Dryden Centre

Line Manager: Deputy Head (Manager) Virtual School

Car User Status: Casual

Job Purpose

To provide support and guidance for children in the care of the local authority to help overcome any barriers to learning so that they achieve their full potential both in school and beyond. This post is an important role to improve engagement and progress in education of our children and young people and as such will create opportunities to innovate and improve educational outcomes.

The key roles of this post will include:

1. Provide practical, personal and emotional support to enable children to meet their potential by promoting their health, physical, emotional and educational development.
2. Work flexibly to offer this support to schools, carers and the young people.
3. Attend Reviews for Personal Education Plans (PEPs) for Children Looked After.
4. Deliver support such as counselling, in class educational support and individual programmes to meet individual needs, including support for the early identification and intervention for pupils with SEND.
5. Establish and maintain good professional relationships with Children Looked After and their families/carers demonstrating consistency and trustworthiness.
6. Identify relevant focus of support by monitoring the attendance, attainment and progress of Care experienced pupils in the service.
7. To support child protection and safeguarding procedures to the highest possible standards to include:



- Reporting concerns to the designated person and other agencies in an appropriate manner.
 - Maintaining suitable records.
 - Liaising with social care staff and, where relevant, other agencies.
8. Attend relevant multi-agency meetings to represent the service.
 9. Apply strategies to maintain high levels of attendance and engagement of Children looked After.
 10. Ensure effective communication between team members in the Virtual School and other agencies so that children's needs are met effectively, including attending weekly VS team meetings and any other relevant meetings.
 11. Prepare reports on individual students as required for meetings, PEP reviews, etc following liaison with teaching and support staff.
 12. Work flexibly during the school holidays to promote the continued engagement in education and learning through meaningful extra curricular activities and life experiences. This will include outdoor activities and working along side external agencies.
 13. Carry out such other duties commensurate with the grading of the post as directed by the Headteacher, Manager in consultation with the post holder.



Knowledge & Qualifications

Essential:

Knowledge

- Understanding of the barriers often faced by looked after children and young people in general
- Knowledge of the emotional, psychological and cognitive development of children and adolescents
- Knowledge and experience of counselling young people
- Understanding of child protection and safeguarding procedures
- Understanding the need to maintain appropriate professional boundaries whilst being approachable and supportive

Experience

- Working with children and young people in educational or social care settings
- Working with challenging children and young people
- Working in multi-disciplinary teams
- Ability to communicate with young people, families and different professionals
- Able to deliver programmes that support counselling and well-being
- Ability to remain calm and optimistic in the face of considerable challenge
- Effective ICT skills (Word, Excel, database management)
- Good organisation, planning and record keeping skills

Qualifications

- Good literacy and numeracy qualifications to at least Level 2
- A relevant Level 3 qualification in social care, education, or in supporting children and young people
- Have access to a car with current valid driving licence and appropriate insurance or means to mobility support

Desirable:

Qualifications

- Continuing Professional Development demonstrating a good knowledge of issues in the field of children and young people
- Counselling qualification
- HND or degree in a related area



Competencies

Customer Focus

Puts the customer first and provides excellent service to both internal and external customers

Communication

Uses appropriate methods to express information in a clear and concise way to make sure people understand

Team Working

Works with others to achieve results and develop good working relationships

Making things happen

Takes responsibility for personal organisation and achieving results

Flexibility

Adapts to change and works effectively in a variety of situations

Learning and Development

Actively improves by developing and applying new skills and knowledge and learns from past experiences