

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Education Co-ordinator (Children in Need) (Virtual School)	<b>Grade:</b> PO3
<b>Section:</b> Virtual School	<b>Directorate:</b> Education and Children's Services
<b>Responsible to following manager:</b> Headteacher, Virtual School	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b>

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

The Virtual School has responsibility for leading on the educational outcomes for looked after children aged 3-25 years and previously looked after children. From September 2020, the Virtual School will be piloting a new role supporting children in need.

As part of Wandsworth Virtual School, the post holder will have responsibility for narrowing the attainment gap for children in need. Their work will include assisting a network of schools and social workers to access advice and guidance on the needs of vulnerable learners. The post holder will also provide support for Year 6 vulnerable learners as part of their transition to secondary school; identifying and facilitating training for multi-professionals and tracking and monitoring attendance and exclusions.

The post holder will use their professional knowledge in relation to all aspects of education, safeguarding, special educational needs, exclusions, admissions and behaviour management. This expertise will also help them support the network with strengthening the education information recorded in child in need and child protection plans.

### **Specific Duties and Responsibilities**

1. Support a group of schools with narrowing the attainment gap for vulnerable learners through better partnership working with social care and other agencies
2. Audit training needs of schools and social care to ensure the professional network are equipped with the skills and knowledge they need to ensure education is prioritised
3. Provide transition support to a group of vulnerable learners in Year 6 and their families, in order to enable them to have a successful move onto secondary school
4. Work alongside schools and social care to ensure that education outcomes are a key focus in child in need and child protection planning
5. Track and monitor attendance and exclusion for the cohort of children and offer support with strategies to re-engage
6. Provide advice and guidance to social work teams on promoting the education of vulnerable learners
7. Support the network in clearly identifying the pupil's barriers to learning and planning interventions
8. Signposting schools and social workers to wider enrichment to enable children in need to benefit from opportunities
9. Maintaining databases and information systems such as Mosaic to ensure pupil records are kept up to date and information is available to network.
10. Reporting to the Virtual School Headteacher
11. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004, Working Together and Keeping Children Safe in Education 2020, in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
12. Carry out any other duties related to the team's work, as may be required from time to time, by the Virtual School Headteacher.



### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

## Person Specification

<b>Job Title:</b> Education Co-ordinator – children in need (Virtual School)	<b>Grade:</b> PO3 (£35,246 - £42,710)
<b>Section:</b> Virtual School	<b>Directorate:</b> Education and Children’s Service
<b>Responsible to following manager:</b> Headteacher, Virtual School	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b>

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

Person Specification Requirements	Assessed by A & I/ T/ C (see below for explanation)
<b>Knowledge</b>	
1. Strong understanding of safeguarding in schools’ legislation	A/I
2. Proven knowledge of education systems in schools, assessment frameworks and how to challenge under-achievement	A/I
3. Strong understanding of child development, attachment and trauma and how this can impact on a child’s ability to access the curriculum	A/I

4. Clear understanding of the barriers vulnerable learners may experience in accessing their learning	A/I
<b>Experience</b>	
5. Experience of compiling professional reports for a variety of audiences and ability to meet deadlines	A/I
6. Effective team player	A/I
7. Understanding and commitment to equal opportunities in the workplace and its relevance to public service	A/I
<b>Skills</b>	
8. Effective communication and presentation skills and an ability to develop positive relationships with vulnerable children, young people and a range of professionals	A/I
9. Ability to challenge professionally across the network where pupils are at risk of under-achievement or insufficient access to appropriate education opportunities	A/I
10. Proven capability of IT systems and report writing	A/I/T
11. High level organisational skills with proven ability to prioritise and balance a challenging workload	A/I
12. Non-judgemental approach with clear professional boundaries	A/I
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Degree level 2:2 or above</li> </ul>	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**