

Job Title: Virtual School Education Advisor Post 16/Care Leavers	Role Profile Number: SBC_11224		
Grade: 9			Date: 31 January 2024
Directorate/Group: Inclusion and Achievement	Directorate or Group: Virtual School	Reporting to: Virtual School Head (VSH)	Responsible for:

Job Purpose

To support the arrangements to improve the educational experience and outcomes for children in care, including those placed out-of-authority with specific responsibility for care leavers up to the age of 25

Key Accountabilities

- Work with schools and other settings to deliver requirements as outlined in the DfE Statutory Guidance 2018 *Promoting the education of looked after children and children with a social worker*
- Provide consultancy, advice and support to schools in Swindon LA/Other LA to improve the quality of learning and teaching of care experienced children and care leavers in order to improve educational outcomes and increase the proportion of care leavers into sustained education, employment and training.
- Work effectively and proactively with other personnel across LA services to improve educational, employment and training outcomes for care experienced and care leavers, reduce exclusions secure good attendance and help remove barriers to engagement and achievement where these exist, reviewing plans at regular intervals to measure progress and manage drift.
- Provide close and effective working relationships with key agencies to facilitate coordinated responses to meet the needs of care leavers to the age of 25. For example, with Building Bridges colleagues, Get Ahead and local community supported living or mentoring projects to help young people in removing barriers that prevent them from participating in education, employment or training.
- Challenge and support schools/education and further education provision to implement initiatives and programmes relating to the raising of standards of attainment, removing barriers to learning and narrowing the gap between different care experienced children/care leavers and all learners.
- Ensure up-to-date, effective Quality Assurance of E PEP that focus on improving educational outcomes and provide analysis and reporting across E PEP data sets to set time scales.
- Work across a number of schools to establish effective networks and foster collaborative approaches to raising attainment for CiC, for example, coordinate cluster groups to share learning.
- Contribute to the design and delivery of conference/forums/events/training.

- Keep abreast of developments in local, regional and national policy, attending regional meetings / national conferences as required.
- Ability to travel across the Borough for meetings and to access off-site locations including educational settings.
- The ability to attend national and regional meetings as needed in a variety of locations.
- The role may involve some lone working and out of hours work.
- To promote equality and diversity best practice in all areas of work.
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.

Knowledge & Experience

- Qualified Teacher-any age range, mainstream, special or alternative provision – evidence of outstanding teaching.
- Must have direct experience of working in a Virtual School setting
- Leading improvements in achievement in a school – raising standards – understanding of school self-evaluation and track record of improvement – measurable impact.
- Evidence of work to improve outcomes with vulnerable groups; understand the educational disadvantage faced by CiC.
- Experience of curriculum planning and implementation.
- Excellent communication skills, spoken and written.
- Good IT skills.
- Ability to plan and deliver training to range of stakeholders.
- A team player with an ability to solve complex problems.
- Ability to show flexibility and adaptability.
- Ability to form meaningful relationships and work closely with colleagues.
- Suitable to work with vulnerable children and young people – full DBS check required.

Qualifications

- Qualified Teacher
- Middle/Senior Leadership qualifications/NPQH (desirable)

Decision Making

- Can actively identify and introduce improvements linked to all areas of accountability and latest research and DfE guidance.
- Is purposeful in evaluating practice, identifying priorities, and providing clear advice and recommendations.
- Maintain working relationships in line with SBC policy and procedure, offering timely support and appropriate interventions of care experience and care leavers who become NEET or are at risk of becoming NEET.
- Ensure the right support is provided to young people at the right time.
- Works within a strict framework of processes, policies and procedures and manages caseload and priorities to ensure the needs of young people and stakeholders are met.

Creativity and Innovation

- This role works within established frameworks and procedures as set out by SBC, however the post holder does have the freedom to interpret them to solve problems from a background of conceptual understanding as long as the work remains within agreed parameters.
- All work performed/duties undertaken must be carried out in accordance with relevant Council policies and procedures, within legislation, and with regard to the needs of the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- The normal working week is 37 hours, Monday to Friday, 52 weeks per year.
- Your normal working pattern will be arranged with the Virtual School Headteacher, in accordance with SBC policies and procedures (i.e. compressed hours, flexitime, on a rota basis).

Swindon Borough Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for the successful candidate.

Employee Signature:	Print Name:
Date:	
Line Managers signature:	Print Name:
Date:	