



Job Description

Job Title	Virtual School Education Officer
Directorate	Children's and Young People's Services
Service Area	Education
Grade	6
Competency Level	1
Salary	£31,099 - £35,411
Job Type	Hybrid
Location	Cunard Building/Agile Working
Disclosure and barring service (DBS)	Enhanced DBS
Job Evaluation Ref No	

Job Purpose

The post holder will be a member of Liverpool's Virtual School Team and will have responsibility for promoting the education of care experienced children and young people and those with a social worker.

Directly Responsible For:

Promoting the educational achievement and progress of Liverpool's children in care the monitoring and tracking of the educational achievement and experience of children in care in order to support schools, social workers and carers in planning



and arranging interventions focused on increasing attainment and improving educational outcomes.

Directly Responsible To:

Head of Virtual School and Inclusion

Main Areas of Responsibility:

- Promote the education of looked after children through supporting with and improving the quality and impact of Personal Education Plans (PEPS) for all children and young people to ensure that appropriate educational progress and achievement is made by every child and that statutory outcomes are improved.
- Contribute to effective tracking and monitoring of the education of children in care by ensuring up to date record keeping that contributes to the availability of accurate and relevant Virtual School data, as required by the Virtual School Head.
- Promote, through the work of the Virtual School Team, effective partnership working between services and individual education, employment and training settings, from pre-school through to care leavers and promote a positive transition for all young people supported by the Virtual School throughout their educational journey into adulthood.
- Provide effective advice, support and challenge to education providers, social workers carers and all other relevant multi-agency partners supporting the education of Liverpool Looked After and Previously Looked After Children and Young People.
- Attend and occasionally coordinate meetings for care experienced children and young people, focused on improving educational outcomes.



- To promote inclusion, equality of opportunity and uphold the City Council's commitment to inclusion by promoting non-discriminatory practices in all aspects of work undertaken. To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.
- To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.
- To adhere to the Council's policies and procedures on confidentiality and the management and sharing of information.
- To operate safely with regard to the Council's health and safety policies, procedures and safer working practices. To be responsible for your own Health and Safety and that of other employees.
- Carry out any duties directed by the Virtual School Head which are required for developing effective support and improving the impact of the Virtual School.

Supervision and Management Responsibility:

- No supervision and management responsibilities for this role

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.



Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

None

Corporate Responsibility:

- Committing to the corporate parenting principles, acting at all times in the best interests of children and young people and promoting the physical and mental health and well-being, of children and young people through encouraging those children and young people to express their views, wishes and feelings.
- Contributing to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.



Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 1**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Minimum level 3 qualifications in a relevant discipline e.g., childcare, counselling (A/I)

Desirable

- Specific degree or professional designation or certification in a relevant discipline (education/youth work/ social care)

Experience

Essential

- Previous experience of working for a school, local authority or similar. (A/I)
- Experience of multi-agency working (A/I)
- Experience of improving outcomes for vulnerable children and young people through 1:1 direct work (A/I)
- Experience of working in a team, developing and refining processes (A/I)

Desirable

- Experience of developing and maintaining positive and supportive relationships with children & young people who may be difficult to engage, present challenging behaviours or who are resistant to support



Skills/Abilities

Essential

- To be methodical and thorough in approach to work, in order to ensure that the system in place supports the educational outcomes of Looked After Children (A/I)
- To be able to problem solve and work with others to resolve difficulties or differences in opinion so that positive working relationships with colleagues are maintained (A/I)
- Be highly numerate and literate and be able to produce professional documents and reports which include accurate data/information. (A/I)
- Be able to demonstrate excellent organisational skills in order to meet tight deadlines (A/I)
- To work autonomously and be able to deliver excellent service demonstrating flexibility and support to colleagues. (A/I)

Desirable

- Advocacy, coaching and mediation skills
- To be proficient in the use of IT to ensure that appropriate records are updated on the relevant system as required and all information is validated.
- Have a clear understanding of the data protection principles (GDPR) and how to apply these principles within work and when handling personal or sensitive data.



Commitment

Essential

- An understanding of the specific needs of care experienced children and young people (A/I)
- Evidence of continuing professional development in a Children's Services Related Area (A/I)
- Completion of further qualification(s) and training as required by the service (A/I)

Desirable

- To have a detailed understanding of current Statutory Guidance relating to Looked After and Previously Looked After Children.
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council
- A degree or equivalent

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level