**Sefton Metropolitan Borough Council**

**Job Description**

**Division:** Education Excellence

**Section:** Sefton Virtual School

**Post:** Education Coordinator for Cared For Children

**Grade: H**

**Responsible to:** Virtual Headteacher

**JOB PURPOSE**

The Education Coordinator will work with staff from Children’s Social care, Education and partner agencies to raise the educational attainment levels of children in the care of Sefton by coordinating planned, aspirational responses to meet their needs.

**MAIN DUTIES**

1 To promote and enhance appropriate and aspirational educational programmes for Cared For Children and young people, in order to improve attainment and engagement.

2 To coordinate multi-agency professional meetings in relation to individual educational needs of young people in care.

3 To improve communication between children / young people, parents / carers, schools and Children's Services to promote high expectations in learning and education.

4 To develop and support robust and aspirational Personal Education Plans (PEPs) for individual cared For Children and young people.

5 To provide advice and guidance in relation to Previously cared For Children.

6 To be responsible for developing, monitoring and quality assuring Personal Education Plans.

7 To share responsibility for coordinating a service response to individual admissions, suspensions and school moves of children and young people in care.

8 To assist with the devising and delivery of training to professionals involved in the education and care of Cared For Children and young people.

9 To work directly with children and young people to address educational issues including engagement, attendance and exclusion.

10 To work with colleagues from all agencies involved to prepare young people for the world of education, employment and training beyond statutory school age

11 To plan for smooth transitions between key stages of education, including school entry and Further Education

12 To increase cultural capital for young people in care by identifying and supporting access to extracurricular/ enrichment activities

13To provide accurate, timely and up to date data entry on all cases including:

a. data entry on ICS and any other electronic tools or database

b. data required for monitoring attendance, assessment and progress of young people in care

14 To prepare for, and take part in, regular individual supervision with the line manager and reflect on performance and practice

15 To take part in regular CPD to develop skills and understanding of barriers to learning experienced by care experienced young people (e.g. trauma)

16 To perform any other duties appropriate to the grade of post, assigned by the Virtual Headteacher

Mary Palin

Virtual Headteacher

Updated: 14/02/2025

PERSON SPECIFICATION

**Post:** Education Coordinator for Looked After Children

**Department**: Sefton Virtual School **Division:** Education Excellence

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| **Personal Attributes Required** | **Essential (E)**  **Or**  **Desirable (D)** | **Method of Assessment** |
| Qualifications/ Training Good basic level of education with excellent standards of Literacy and Numeracy  A relevant /appropriate professional qualification  Other relevant qualification/Evidence of CPD | E  D  E | AF  AF  AF |
| Experience Working 1:1 with children and young people  Supporting young people with a range of difficulties  Supporting underachieving children/ young people  Dealing with emotional and family difficulties  Mentoring and coaching young people  Working collaboratively with Professional Agencies  Working with cared For Children/ Young People  Knowledge of both Primary & Secondary Education  Knowledge of Intervention to support young people’s learning    Experience of Work within an education setting | E  E  E  D  D  E  D  E  E  E | AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I |

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| Skills/ Knowledge/ Aptitude Good written and verbal communication skills.  Ability to work in an innovative way.  Ability to work in partnership with children, families and partner agencies.  Ability to work as part of a team.  Ability to motivate and encourage young people.  Ability to develop programmes, setting specific targets and monitoring progress.  Ability to set objectives and targets to achieve desired outcomes.  Experience of meeting deadlines and prioritising work under pressure.  Ability to write clear reports and keep accurate records.  Ability to use and process educational data.  Computer literate.  Current full driving licence | E  E  E  E  E  E  E  E  E  D  E  E | AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF and I  AF |
| Special Requirements You will be required to work flexibly and occasionally unsocial hours.  This post is registered as exempt from the rehabilitation of offenders Act 1974 and in accordance with the Police Act; the successful applicant must be able to obtain satisfactory **enhanced** criminal record disclosure in order to appointed to the post. In this respect a criminal record check will be undertaken prior to confirmation of appointment. | E  E | AF and I  AF and I |