

Job Description

Job Title	Education Progress Officer
Grade	Band H
Reporting To	Head of Virtual School
JD Ref	PC0094G(B)

Purpose

To work as part of Wirral Virtual School to provide challenge and support to professionals to improve the quality and completion of Personal Education Plans (PEP) and ensure Government Funding is used effectively to improve outcomes for Children in Care in Wirral.

Main Duties And Responsibilities

Behavioural:

- Enjoy, achieve, create impact, and thrive in the role and organisation.
- Live our values in the role and organisation.
- Be able to work sensitively and with resilience to secure best outcomes for children with sometimes very complex and distressing family backgrounds.

Communication, Engagement and Training:

- Assist in the maintenance of an accurate and up to date list of children in care and their educational arrangements
- Liaise with social workers to ensure that they are informed regularly of educational progress of each child in Wirral's care and the steps needed to support this, including producing clear, effective Personal Educational Plans.
- Alert the Virtual School Head about cases where there are exceptional barriers to a child's progress which cannot be effectively addressed by the normally available resources
- Advise and support Children's Services professionals and carers on aspects of the social care and education systems
- Contribute to the planning and delivery of training to Children's Services professionals and carers working with children looked after
- Develop effective working relationships with schools, social workers and other agencies to ensure the best possible outcomes for Wirral's children in care.
- Assist professionals, carers and young people to complete high quality and effective Personal Education Plans (PEPs) within statutory time scales.
- In collaboration with the Headteacher of the Virtual School, maintain and analyse an effective progress tracking system that draws data from schools and PEPs on at least a termly basis.
- Ensure Designated Teachers and Social Work Teams have access to appropriate and statutory training.

Data Analysis and Decision-Making:



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- Challenge and support schools and other colleagues to develop strategies to improve progress and other educational outcomes and remove any barriers to engagement.
- Act as lead facilitator on the PEP Quality Assurance, provide feedback to social workers and designated teachers on individual cases and provide thematic reports highlighting areas for development and good practice
- Act on your own initiative to solve problems and overcome barriers and escalate to line managers when appropriate.
- Track and monitor the attainment, attendance, and school progress of children in Wirral's care and care leavers through regular contact with schools, designated teachers, and Attendance Officers
- Use the tracking and monitoring information to ensure that schools and social workers are effective in promoting the achievements, attainment, and potential of children looked after and care leavers
- Monitor the effectiveness of any interventions which address underachievement and make appropriate challenge to remove any barriers to educational progress
- Support social workers to ensure that there are appropriate educational arrangements in place for young people in Wirral's care
- Monitor the effectiveness and quality of Personal Education Plans and provide feedback to schools and social workers about this
- Regularly monitor and review own working practice taking account of best practice both locally and nationally
- Provide educational advice, guidance and support to a range of services, professionals and agencies across Wirral.
- Ensure records for your cohort of children are up to date and accurate.

Performance Management:

- Ensure the practice of professionals working with children in care impacts positively on the mental health and well-being of all parties.
- Monitor PEP completion rates and produce regular reports to the Headteacher of the Virtual School and senior managers, identifying barriers to completion and indicating solutions to improve this, if required.
- Monitor the quality of completed PEPs and work alongside other Virtual School colleagues to provide challenge and support to professionals to drive improvements.
- Monitor the progress of all children and young people in care and provide termly reports to the Headteacher of the Virtual School highlighting those young people who are not making at least expected progress.

Financial:

- Review Pupil Premium Plus (PP+) requests indicated on the PEP to ensure that they fulfil the PP+ criteria and that they are having a positive impact on improving educational outcomes. Where this is not the case, support and challenge schools to ensure that PP+ requests are revised, and more appropriate interventions are put in place.
- Provide a termly report of all PP+ requests to the Headteacher of the Virtual School so that they can be authorised and evaluated.

Compliance:



- Adhere to and comply with all relevant corporate policies and procedures including Health & Safety, General Data Protection Regulations (GDPR), Corporate Governance and Code of Conduct.

Other:

- Any other duties commensurate with the grade.

Role Specific Knowledge, Experience And Skills

Qualifications

- GCSE or equivalent in English and Maths
- *Desirable - Teaching degree or NVQ in teacher support.*
- *Desirable - Full driving license.*

Knowledge & Skills

- An in-depth knowledge of all relevant educational legislation especially in relation to children in care, attendance, exclusions and standards
- Evidence of an understanding of the range of difficulties experienced by children in care and how these can impact on their personal learning and the whole school learning environment.
- Knowledge of a range of different approaches and strategies that may be appropriate to support children in care in their learning and evidence of successfully implementing them both within the classroom and in a whole school.
- Knowledge and understanding of how individual and system factors can influence the educational outcomes of children in care, and strategies that can be successfully used to reduce their impact.
- Ability to advise, design and implement appropriate strategies to improve the progress of children in care in the classroom.
- Ability to challenge, advise and support teaching colleagues in SMART target setting and producing high quality, effective Personal Educational Plans to improve the progress of children in care.
- Excellent team working skills and the ability to forge partnerships with other agencies and organisations.
- Excellent communication skills with a wide range of people; including Headteachers, other colleagues in schools, social workers, carers and children and young people.
- High level organisational skills and ability to work autonomously as required.
- High level analytical and problem-solving skills
- Ability to mediate and positively influence the practice of others.
- *Desirable - Familiar with IT systems used for tracking progress and information planning.*
- *Desirable – To be proficient in Microsoft Office, Excel and Teams.*
- *Desirable – To be able to populate and analyse databases to improve the effectiveness of the service.*
- *Desirable - To be able to solve problems using own initiative.*

Experience



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- Experience of working with vulnerable and disadvantaged children and young people, including children in care.
- Evidence of implementing assessment and planning processes, including setting SMART targets
- Experience of working with statutory agencies in relation to the additional educational needs of children.
- *Desirable – Experience of providing school to school support*
- *Desirable – To have experience of working within a school setting.*
- *Desirable - Experience of negotiation and able to undertake difficult professional conversations.*

Additional Information

Ability to travel across the Borough and work from various locations.

Work hybrid, with a flexible working approach to accommodate service needs.

On occasion, able to work outside traditional hours, of a weekend and evening as required, adopting a flexible working approach in response to business requirements.

Health & Safety Considerations:

- Lone working
- Work with VDUs (Video Display Unit) (>5hrs per week)
- Working with children

Approved By: S.J.Dacey

Date Of Approval: 20.03.26



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