

# Education Coordinator - Virtual School Applicant Recruitment Pack

Sefton is a really great place to live and work



# Welcome

Hi,

We would like to thank you for your interest in the Education Coordinator role within Sefton Council's Virtual School Team.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in supporting the education of children who are Cared For by keeping things running smoothly, bringing structure where it's needed, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude. Confidentiality is essential in this role, and we're looking for someone who can be trusted to handle sensitive information with care, discretion, and integrity.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!



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## About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



## Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

## Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at [www.sefton.gov.uk](http://www.sefton.gov.uk)

## An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

## Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

### What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

### **Annual Leave and Work-Life Balance**

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.

### **Learning, Development and Career Progression**

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

### **Health, Wellbeing and Support**

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

### **Family-Friendly and Inclusive Policies**

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.



## Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

### Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

### About the Role

This is a pivotal role supporting the education of children who are Cared For (previously called Looked After Children). You will work closely with our schools, colleges and education providers in Sefton and out of borough.

You will organise termly PEP meetings and support schools and social workers to deliver an excellent educational offer to ensure our children thrive and achieve.

The key responsibilities include:

- Advocating for the best possible educational opportunities for Cared For children.
- The ability to prioritise tasks effectively and efficiently
- Exceptional attention to detail
- Handling sensitive information with the highest level of confidentiality and discretion
- Proficient in the use of the Microsoft Office package including Outlook, Teams, Word, PowerPoint, Excel etc.



This role suits someone who is passionate about delivering excellent learning experiences, committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



## Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

### 1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

### 2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

### 3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

### 4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

### 5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

### 6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

### 7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

### 8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

### 9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

## Application and Selection Information

The closing date for this vacancy is **Friday 12<sup>th</sup> June** (or earlier in the event of high volume of applications being received).

Provisional interview dates are **Monday 22<sup>nd</sup> June**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

**Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.**



## Appendix A – Job Description and Person Specification

### Sefton Metropolitan Borough Council

#### Job Description

**Division:** Special Educational Needs and Inclusion Service

**Section:** Sefton Virtual School

**Post:** Education Co-ordinator for Looked After Children

**Grade:** H

**Responsible to:** Virtual Headteacher

#### **JOB PURPOSE**

The Education Coordinator will work with staff from the Looked After Service, Education and partner agencies to raise the educational attainment levels of looked after children by coordinating planned responses to meet their needs.

#### **MAIN DUTIES**

- 1 To promote and enhance appropriate educational programmes for all looked after children 0-18 in order to improve attainment.
- 2 To coordinate multi-agency professional meetings in relation to individual young people where education is an issue.
- 3 To improve communication between children / young people, parents / carers and Children's Services staff to promote high expectations in learning and education.
- 4 To develop and support education plans for individual looked after children / young people
- 5 To provide advice and guidance in relation to previously looked after children
- 6 To have responsibility for developing, monitoring and quality assuring Personal Education Plans (PEPs).
- 7 To share responsibility for coordinating a service response to individual exclusions, admissions and managed moves of children and young people.



- 8 To be involved in the devising and delivery of training to agencies / professionals involved in the education and care of looked after children / young people.
- 9 To work directly with children and young people to address educational issues including motivation attendance and exclusion.
- 10 To be responsible for the allocation of additional tuition monies for looked after children in partnership with the Supply Team.
- 11 Be responsible for 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 specific PIs / targets.
- 12 To prepare for and take part in regular individual supervision with the line manager.
- 13 In addition to perform any other duties appropriate to the grade of post, assigned by the Virtual Headteacher.



## PERSON SPECIFICATION

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Post: Education Coordinator for Cared For Children

Department: Sefton Virtual School      Division: Education Excellence

Personal Attributes Required	Essential (E) Or Desirable (D)	Method of Assessment
<p>Qualifications/ Training</p> <p>Good basic level of education with particular emphasis on Literacy and Numeracy</p> <p>A relevant /appropriate professional qualification</p> <p>Other relevant qualification/Evidence of CPD</p>	<p>E</p> <p>D</p> <p>D</p>	<p>AF</p> <p>AF</p> <p>AF</p>



<b>Experience</b>		
Working 1:1 with children and young people	E	AF and I
Supporting young people with a range of difficulties	E	AF and I
Supporting underachieving children/ young people	D	AF and I
Dealing with emotional and family difficulties	D	AF and I
Use of Mentoring and other skills	D	AF and I
Working collaboratively with Professional Agencies	D	AF and I
Working with Looked After Children/ Young People	D	AF and I
Knowledge of both Primary & Secondary Education	D	AF and I
Knowledge of Intervention to support young people's learning	E	AF and I
Experience of Work within an education setting	D	AF and I



<p><b>Skills/ Knowledge/ Aptitude</b></p> <p>Good Communication Skills.</p> <p>Ability to work in an innovative way.</p> <p>Ability to work in partnership with children, families and partner agencies.</p> <p>Ability to work as part of a team.</p> <p>Ability to motivate and encourage young people.</p> <p>Ability to develop programs, setting specific targets and monitoring progress.</p> <p>Ability to set objectives and targets to achieve desired outcomes.</p> <p>Experience of meeting deadlines and prioritising work under pressure.</p> <p>Ability to write clear reports and keep accurate records.</p> <p>Ability to use and process educational data.</p> <p>Computer literate.</p> <p>Ability to Fulfil the travel requirements of the role</p>	<p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF and I</p> <p>AF</p>
<p><b>Special Requirements</b></p> <p>You will be required to work flexibly and occasionally unsocial hours.</p> <p>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 <b>enhanced</b> 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.</p>	<p>E</p> <p>E</p>	<p>AF and I</p> <p>AF and I</p>

