

JOB DESCRIPTION



Job Title	Senior Education Advisor		
Salary	Fixed Term Contract (12 months)		
Directorate:	People	Section/Location:	Time Square
Grade/Salary Range	F	Work style:	

Key Objectives of the role

- To lead on the development and implementation of a strategy to meet the new duties as defined in the DfE guidance “Promoting the education of children with a social worker”.
- To develop and enhance existing partnerships between educational settings and the local authority in order to promote the educational outcomes of the cohort of children with a social worker and those who have previously had a social worker and who are aged 0-18 years.
- To provide evidence-based advice, guidance and challenge to educational settings and the full range of professionals and stakeholders involved with the identified cohort of children with a social worker.

Designation of post and position within departmental structure

Assistant Director

Head of Service

Virtual School Head

Senior Education Advisor

Daily and monthly responsibilities

- To develop and enhance partnership working both internally with social care, SEND, Admissions, Safeguarding, Education Welfare Service, Educational Psychologists and YOS and externally with Nurseries, Schools, Colleges, Designated Teachers, Safeguarding Leads and Virtual Schools in other LAs.
- To identify the cohort of children within the LA who have and have previously had a social worker and identify barriers to learning with a focus on attendance and exclusion data and educational outcomes.
- To engage with internal and external parties to collect, collate and interpret complex information (educational and performance data), maintain accurate records and develop a monitoring database/dashboard, analyse data and report thereon at regular intervals.
- Identify barriers to learning and collate and analyse attendance and exclusion data.

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- To develop and implement a local authority wide strategy to promote inclusion, ensuring that all children with a social worker have appropriate school places, professionals are working to improve the attainment and outcomes, raising attendance and preventing exclusions.
 - To develop and implement (in partnership with the EPS) evidence-based interventions and deliver training courses and workshops for schools, social workers and other professionals, modelled on attachment and trauma informed, therapeutic and inclusive practice.
 - To work alongside schools, colleges, social workers and other agencies offering advice, guidance and challenge on the key areas of the work.
 - To be responsible for report writing, presentations, appropriate target setting and tracking progress.
 - To keep up to date with the local and national agendas related to children with a social worker to ensure pupils' needs are met.
 - To keep up to date with the local and national agendas related to exclusions and attendance.
 - To work in partnership with multi agency colleagues to meet the needs of individual pupils including direct advice and guidance on suitable interventions.
 - To maintain confidential reports and case notes and record interventions and evaluations in a timely manner, including electronically, in accordance with department policies and procedures. To include the use of ONE and Mosaic.
 - Directly contribute to and seek the contributions of other professionals to reports, i.e. Education Welfare Service, Social Care Teams, Admissions, Educational Psychologists.
 - Be the lead contact/advisor in the Virtual School Team for children with a social worker.
 - Take the lead role in ensuring schools meet the needs of pupils with a social worker.
 - To raise the profile of children with a social worker and ensure their needs are met in a timely and supportive manner.
 - To attend supervision and act upon advice and agreed actions.
 - To maintain effective relationships with a range of professionals and provide such information as is necessary to enable the LA to carry out its functions and duties.
 - To work collaboratively to continue to develop the service offer in respect of children with and who have previously had a social worker.

There are no budgetary responsibilities.

The post holder may be required to work outside of normal office hours.

All employees working with children, young people and vulnerable adults have a responsibility for safeguarding and promoting their welfare.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<p>Qualified Teacher Status or equivalent.</p> <p>Degree or equivalent in education.</p>	<p>Social Work qualification.</p>
Competence Summary (Knowledge, abilities, skills, experience)	<p>Knowledge of policies, statutory regulations and guidance relating to safeguarding and child protection.</p> <p>Knowledge of relevant legislation, guidance and practices and their implications in relation to the education of children looked after and children with a social worker.</p> <p>Experience of working an education.</p> <p>Experience in developing and implementing training packages in schools.</p> <p>Understanding of Trauma and Attachment informed practice.</p> <p>Ability to maintain, collect, collate and analyse educational and other performance data and interpret into meaningful reports and presentations.</p> <p>Ability to maintain records in respect of interventions and evaluate effectiveness.</p> <p>Experience of working with a range of professionals on work relating to children and families including senior managers.</p> <p>Negotiation skills and the ability to challenge with other agencies.</p> <p>Ability to advise a range of professional colleagues and families on matters relating to the issues surrounding the educational outcomes for children looked after and children with a social worker</p>	<p>Experience of working in a social care setting.</p> <p>Experience of working with Children Looked After and/or vulnerable children.</p> <p>Proven ability and commitment to raising attainment and aspirations for all students.</p>

Ability to communicate clearly, concisely and persuasively in writing and orally.

Good presentation skills to a variety of audiences.

Demonstrate an understanding and evidence of working practices to equality of opportunity, diversity, anti-discrimination and social inclusion.

Attend, contribute to and lead meetings where appropriate.

Excellent IT skills and record keeping.

Excellent organisational skills.

Understanding of and commitment to the inclusion and safeguarding of children, young people and vulnerable adults and promoting their welfare.

**Work-related
Personal
Requirements**

Ability to work collaboratively and effectively within a team setting and in partnership with other agencies/professionals.

Ability to work on own initiative.

Ability to prioritise work appropriately.

Empathy with young people.

Ability to travel around the Borough and further afield.

**Other Work
Requirements**

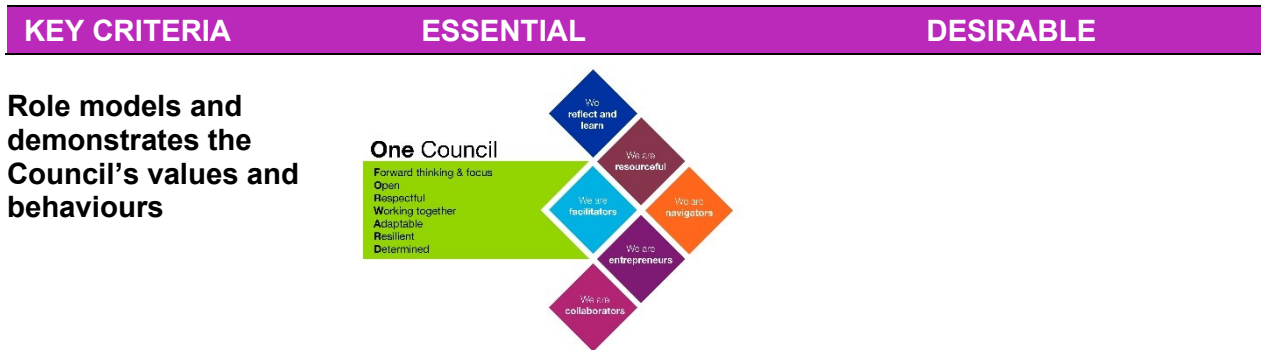
The post holder must hold a full UK driving licence (or valid equivalent). Non-UK licences must be converted to UK licences in the first six months of employment.

A satisfactory enhanced Disclosure and Barring Service check.

The ability to converse easily with members of the public and respond effectively to questions in spoken English.

This post is exempt from the Rehabilitation of Offenders Act 1974.

Anything that is applicable to the role that is out of the norm.



All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.