**Job Description**

**Education Officer**

**Role Profile** Specialist 3 Grade I

**Service/Team** BCP Virtual School

**Reports to** Deputy Head Teacher – BCP Virtual School

**Responsible for** \_

**Number of posts** 1

**Post number** 7980

**Career Grade**

**Job Overview**

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that Care Experienced Young People Children (CEYP) are advocated in their education and employment, through the provision of support, challenge and guidance to ensure the best possible outcomes.**

Monitor and appraise the educational and employment provision of CEYP in the KS5+ phase. Advise and act on behalf of the corporate parent in matters pertaining to their ongoing education, employment and training (engagement, attendance, attainment and progress). To take responsibility for the delivery of successful Personal Education Plan (PEP) and Education, Employment and Training (EET) meetings plus associated documentation ensuring quality and wide ownership of the process

**Key Responsibilities**

* Support the Virtual School Leadership Team in raising achievement, educational standards and positive engagement of CEYP in either education, employment or training (EET).
* Input into the development of policies and procedures relevant to the Virtual School and College.
* Facilitate the completion of high-quality PEP/ EET plans as a shared working blueprint focused on CEYP who are NEETs having a plan to progress to EET
* For CEYP who are EET provide ongoing support documented using the PEP/EET plan
* Establish credibility, professional relationship and collaborative working practice with all partners (internal and external) to drive up standards and improve positive outcomes for CEYP.
* To actively advocate best practice in relation to inclusion, personal, social and emotional development, education stability, transition, employment readiness / resilience, raising attainment and aspiration via proactive caseload management.
* To maintain accurate and concise records for CEYP to ensure their EET progression path is clear, compile reports and carry out data analysis as requested by the line manager
* To contribute to the implementation of bespoke programmes or projects

**Specific Qualifications and Experience**

* A degree in Education, Social / Youth work or post graduate Diploma in Social Work or other relevant subject or equivalent experience (Essential)
* Experience of working with young people who are NEETs (Essential)
* Previous experience / knowledge of the work of a Virtual school (Desirable)
* Experience of effective practice within a Virtual school and college (Desirable)
* Experience / knowledge of the care system and the needs of CEYP (Desirable)
* Experience in post 16 and post 18 education, knowledge of college/HE systems and planning educational provision (Essential)
* Experience of working with vulnerable and challenging young people (Essential)

 **Personal Qualities & Attributes**

* High level of resilience, attention to detail, emotional intelligence, and remaining calm under pressure
* Well-developed skills in building relationships, proactive approaches to managing complex cases and effective practice in collaborative working & coaching others
* Strong communication skills and the ability to work effectively with professionals, families, carers and young people.
* Demonstrate problem solving and time management skills, an ability to analyse and interpret data and high levels of competence in providing informed advice and guidance to a range of stakeholders.
* Evidence a track record of delivering positive outcomes.
* A powerful advocate for CEYP with a desire to make a difference.
* Reflective practitioner who is not afraid of challenge.
* Demonstrate high levels of professional conduct.

 **Job Requirements**

* Enhanced DBS check
* Full valid driving licence and access to a vehicle with business insurance (Essential).

July 25