

Job Description

Virtual School Education Officer (Cross Phase)

Role Profile	SOU001
Service/Team	BCP Virtual School
Reports to	Virtual School Head Teacher
Responsible for	—
Number of posts	1
Post number	—
Career Grade	Soulbury SCP 2-5

My job improves the quality of life for the people of Bournemouth Christchurch and Poole by ensuring that Children in Care and Care Experienced Young People go on to live fulfilled lives as valued members of connected communities. I promote brighter futures for CiC and CEYP by emphasising the importance of a well-rounded education and providing support, challenge and guidance to stakeholder groups in education, social care and health.

Job Overview

Champion the education of Children in Care (CiC) and Care Experienced Young People (CEYP) though actively demonstrating exemplar practice. Advise and act on behalf of the corporate parent in matters pertaining to education, in turn promoting the PEP as the joint responsibility of both schools and the local authority. Provide direct support to designated teachers' and children's' social workers based on needs identified throughout the PEP process.

Key Responsibilities

- manage a caseload of CIC/CEYP ensuring that PEPs are carried out termly and that the ePEP document show a clear educational plan for improving outcomes of pupils
- QA all PEP documentation providing feedback, support and guidance for improvement to all professionals involved
- maintain accurate pupil records across all MI systems in compliance with Virtual School policies, procedures and protocols
- provide regular reports and updates about their caseload as requested by colleagues or SLT
- establish and maintain effective working relationships with other professionals including training

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.

Specific Qualifications and Experience

- Educated to degree level (Essential)
- Qualified Teacher Status or other relevant education qualification (Essential)
- Experience of effective practice within a Virtual school (Desirable)
- Experience of working within the wider Children's care system especially an understanding of the needs of Children in Care (Desirable)
- Experience of working in a school or education setting with an understanding of pedagogy (Essential)
- Extensive knowledge of school systems, curriculum and planning educational provision (Essential)
- Experience of working with vulnerable and challenging young people (Essential)
- Working knowledge of statutory guidance as it pertains to CiC / CEYP (Desirable)
- Experience of working as part of a multi-agency team (Desirable)

Personal Qualities & Attributes

- High levels of resilience, excellent attention to detail, emotional intelligence, and the ability to think clearly and remain calm under pressure
- Well developed skills in building relationships, proactive approaches to managing complex cases and effective practice in collaborative working
- 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 understand and interpret educational data
- A proven track record of delivering positive outcomes for children and young people
- Ability to deliver advice and support to schools and other key professionals
- A powerful advocate for vulnerable learners with a desire to make a difference
- Solution-focused, reflective practitioner who is not afraid of challenge
- Demonstrate high levels of professional conduct and integrity

Job Requirements

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

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