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# Job Description

**Role Profile**  Education Officer

**Service/Team** \_Childrens Services - Youth Justice Service

**Reports to** \_ Team Manager

**Job Overview**

To support, challenge, monitor, assess and negotiate the suitability and quality of educational provision for Children in Care (CIC) and Care Experienced Children (CEC), or children in the youth justice system within Bournemouth, Christchurch and Poole (and Dorset in the case of children in the youth justice system) to promote a culture of high aspiration that allows CIC and children in the youth justice system to achieve their education potential.

## Key Responsibilities

* Maintain oversight of high-quality Personal Education Plans, Education, Health and Care Plans and other specialist documentation that meets statutory and best practice standards, focusing on defined areas such as engagement, attendance or progress to support raising achievement and educational standards of CIC, CEC, or children in the youth justice system. This will include quality assuring all plans within the allocated caseload.
* Facilitate the accurate assessment and recording of young people’s education needs and to provide specialist advice and consultation to colleagues to integrate education into support plans.
* Maintain an awareness of emerging practice as a part of ongoing professional development, advocating for best practice solutions that raise aspirations and improve standards.
* Build and maintain collaborative positive working relationships with service users to ensure their continued engagement with the support offered and to enable their participation in their education provision.
* Develop and maintain effective, collaborative, and joint working relationships with a broad range of professionals working with CIC, CEC or children in the youth justice system (including education colleagues, teachers and social care professionals), to ensure obligations are being met and to drive high aspiration and positive outcomes for service users with sufficient regard for safeguarding and protection risks. This includes attending multi-agency meetings.
* Maintain accurate educational records and notes for CIC and CEC, or children in the youth justice system, compiling reports and data in line with BCP Council policies and processes to support effective information sharing and decision making.
* Collate, analyse and interrogate relevant data to assess performance against defined indicators, identify key themes and make recommendations for service improvements.

## Specific Qualifications and Experience

* Degree in a related field or equivalent experience.
* Qualified Teacher status or other post-graduate education qualifications.
* Experience of working in a school/education setting.
* Knowledge of the work of a virtual school.
* Knowledge of the youth justice system, the care system and the needs of CIC, CEC and children in the youth justice system,
* Experience of intervening, monitoring, and advising school professionals regarding the educational provision for CIC, CEC, children in the youth justice system, or children with special educational needs.
* Experience of working with vulnerable and challenging young people and ability to build positive working relationships with them.

## Personal Qualities & Attributes

* Ability to communicate effectively and persuasively with a range of stakeholders and service users.
* Ability to build effective working partnerships with agencies and other professionals.
* Ability to plan and manage own workload.

## Job Requirements

* The role does not manage a team.
* The role does not have any direct financial delegation however maintains oversight and scrutiny of grant expenditure.
* Planning over days, weeks and months, as well as respond to reactive situations.
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.

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