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# JOB DESCRIPTION

**Job Title:** Education Lead for Children with a Social Worker

**Directorate & Section/Unit:** Virtual School – Education, Early Years, Inclusion and Pupil Place Planning

**Reporting to:** Virtual School Headteacher & Education Engagement Lead

**Responsible for:** Education Adviser for Worcestershire MACPT

**Salary Grade:** P03 (35 hours, all year [not TTO])

**DMA Management Level:** Level 1 Manager

**DMA Span of Control (Direct Reports):** 2

**Our People Values:**

To uphold and act in accordance with Worcestershire County Council's values:

* ***Customer Focus -*** Ensure delivery of a high-quality service which meets the needs of

 customers

* ***Can Do Culture -*** Be proactive to achieve excellence, finding solutions and creative

 ways of working

* ***Freedom within Boundaries -*** Make constructive change through cohesive decision making,

 ensuring services are responsive.

## Purpose of job:

* Since September 2021 Virtual School Heads have had a non-statutory duty to promote the educational outcomes of all children with a social worker through strategic leadership and support to ensure these children receive the necessary educational opportunities and resources to succeed. The Children’s Wellbeing and Schools Bill (Dec 2024) will make this role statutory, ensuring that every local authority must have a dedicated officer to champion the educational outcomes of these children, helping to improve their school attendance, engagement, and overall achievement.
* The DfE defines the role as to:
	+ ‘**Make visible the disadvantages** that children with a social worker (CWSW) can experience, enhancing partnerships between education settings and local authorities to help all agencies hold high aspirations for these children.’
	+ ‘**Promote practice that supports children’s engagement in education**, recognising that attending an education setting can be an important factor in helping to keep children safe from harm.’
	+ ‘**Improve children’s outcomes and narrow the attainment gap** with all children so that every child with a social worker can reach their potential.’

## Main Activities & Responsibilities:

* In partnership with the VSH, coordinate a Delivery Plan for the use of funding from the Department for Education for the extension of the Virtual School Head role to the cohort of CWSW to meet the three outcomes outlined above. This should analyse specific needs for CWSW and plan strategically to improve outcomes.
* Produce and present reports to partners and stakeholders, including Worcestershire Virtual School Governing Board.
* Collaborate with partners and stakeholders to ensure that Worcestershire County Council (WCC) delivers outstanding educational support for CWSW.
* Offer robust support and challenge (including advice, training and signposting) to education settings, parents, carers, WCC partners and external agencies to improve outcomes for CWSW.
* Support the identification and promotion of good practice with partners (including education and Social Care).
* Maintain awareness of current policies and procedures relating to CWSW.
* Collect, analyse and evaluate data regarding attendance, suspensions, exclusions, PTTT, EHE, CME, attainment, outcomes, etc. for CWSW, identifying trends to shape plans and interventions.
* Quality assure the work of the Virtual School with regard to CWSW.
* Any other duties commensurate with the role.

## Generic Accountabilities:

1. To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
2. To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
3. To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate’s Health and Safety Policy.
4. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council’s Equality and Diversity Policy.
5. Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
6. This post is exempt from the Rehabilitation of Offenders Act and / previously met the definition of Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006) and is therefore subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) (as defined by the Police Act).
7. This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.
8. The Code of Practice on the English Language Requirement for Public Sector Workers (the fluency duty) applies to this post. Therefore, an ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential for the post.

## Contacts:

* In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.
* Internal: Elected Members, Directors, Assistant Directors, senior managers, management teams, managers and staff across all Directorates, project staff, Social Care staff, governors, headteachers, teachers, support and other school-based staff.
* External: District & County Councils, Government agencies and departments, healthcare professionals, educational settings - governors, headteachers, teachers, support and other school-based staff, PCT, Police, Youth Justice, Probation Service, suppliers, contractors, service providers, statutory and voluntary organisations, service users, clients, customers, parents and pupils, members of the public, volunteers.

## Additional Information:

* The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner
* The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
* Reasonable adjustments will be considered as required by the Equality Act.

Author: Matthew Stiles Date: 6th March 2025

 Date of grading confirmation: 18th March 2025

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# PERSON SPECIFICATION

**Job Title:** Education Advisor for Children with a Social Worker

**Directorate & Section/Unit:** Virtual School – Education, Early Years, Inclusion and Pupil Place Planning

**Salary Grade:**  P03 (35 hours, all year [not TTO])

## EXPERIENCE:

It is **essential** that the post holder has:

* Substantial experience of strategic working either in a school or a service focused on improving outcomes for children with a social worker.
* Substantial experience of improvement planning and development, resulting from self-evaluation and feedback from stakeholders.
* Significant experience of monitoring and analysis of children’s progress and outcomes and putting in place tailored interventions.
* Significant experience of the practical application of Keeping Children Safe in Education and Working Together to Safeguard Children in educational settings
* Considerable evidence of continuing professional development related to the education of CWSW.
* Considerable experience and understanding of the needs of CWSW across the phases of education.

It is **desirable** that the post holder has:

* Experience of recent effective working relationships and partnership with other agencies to support vulnerable children/young people.
* Significant experience of supporting others to reflect on and develop their practice.

## KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

* Expert and up-to-date knowledge of current working practices in Education, Early Help and Children’s Social Care.
* Expert knowledge of developing strategies to improve access to, and engagement with, education (e.g. attendance strategy, SEND provision, NEET strategy). This will necessitate the ability to analyse data and respond in an informed manner.
* Expert knowledge of effective strategies to enhance educational outcomes and the holistic development of vulnerable children from Pre-school to Post 16 learners.
* Specialist knowledge of educational initiatives, policies and legislation impacting on CWSW and the ability to work effectively within and across educational settings to implement this.
* Specialist knowledge of the practical application of Keeping Children Safe in Education and Working Together to Safeguard Children in educational settings and the ability to challenge and support settings to implement this guidance consistently and effectively.
* Detailed knowledge of the needs of CWSW across the phases of education, including those in mainstream, specialist and alternative provision.
* Strong leadership skills to motivate and inspire partners and stakeholders.
* The ability to plan, organise and prioritise activity to achieve service aims. This will entail regular and robust monitoring, evaluation and analysis of the effectiveness of approaches.
* The ability to deal effectively with a busy and diverse workload; to work well under pressure and to delegate appropriately.
* Expert written and verbal communication skills evident in a range of situations for a range of purposes.
* Highly developed skills in negotiation and influencing.
* Effective conflict resolution skills.
* The ability to identify priorities through critical reflection and analysis.

It is **desirable** that the post holder has:

* Understanding of trauma informed practice.

## QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

* A level 6 qualification (e.g. degree), or equivalent compensatory experience

It is **desirable** that the post holder has:

* Education or Public Sector leadership/management qualification (e.g. NPQSL, NPQH, Coaching & Mentoring)

## ADDITIONAL INFORMATION

It is **essential** that the post holder has:

* The ability to travel throughout the county, including areas where there is limited public transport and be able to reach, including but not limited to, families, young people, internal and external clients and within a timely manner

Author: Matthew Stiles Date: 6th March 2025