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# JOB DESCRIPTION

**Job Title:** Education Adviser - Worcestershire Multi-Agency Child Protection Team

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

**Reporting to:** Education Lead for Children with a Social Worker

**Responsible for:** N/A

**Salary Grade:** P01 (35 hours, all year [not TTO])

**DMA Management Level:** /

**DMA Span of Control (Direct Reports):** 0

**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:

* To champion educational engagement, progress and outcomes for children with Social Care involvement.
* Context:
* Safeguarding partners (local authorities, police and health) have a collective duty to establish and run a Multi-Agency Child Protection Team (MACPT) (The Children’s Wellbeing and Schools Bill, Dec 2024). The MACPT will be an integrated team of child protection experts supporting local authorities to deliver their child protection functions. These teams will offer expert advice and expertise to local services in relation to the need to protect children from significant harm and monitor and evaluate the effectiveness of multi-agency child protection activity.
* Since September 2021, Virtual Schools have had a 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 DfE defines the role to:
	+ ‘**Make visible the disadvantages** that children with a social worker 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:

* Work as part of a multi-disciplinary team alongside Worcestershire Virtual School and Children’s Social Care to:
* Attend child protection strategy discussions, providing information and professional advice and contributing to decision making, particularly where a child is not accessing education, is electively home educated and/or has a disrupted education in terms of attendance, suspensions, exclusion, etc.
* Attend the Initial Child Protection Conference for children not on roll at/attending a statutory education setting, to ensure their educational needs are addressed within their plan.
* Engage in multi-agency decision making forums for children where there are educational vulnerabilities and concerns and education representation is required (e.g. weekly multi-agency case discussions in the Family Front Door, Get Safe child exploitation meetings, Team Around the Family meetings, etc.).
* Work with our new Families First multi-disciplinary teams to provide professional advice and support to practitioners where there are identified concerns about a child’s education, including liaison with education colleagues and providers to ensure sustained engagement and outcomes with education.
* Work with colleagues to promote and support the engagement and outcomes of children with Social Care involvement with education, employment or training.
* Prevent drift or delay in providing suitable educational provision through proactive, multi-agency co-operation.
* Contribute to the Delivery Plan for the use of Department for Education funding for the extension of the Virtual School Head role to the cohort of children with a social worker.
* Offer robust support and challenge (including advice, training and signposting) to education settings, parents, carers, partners and external agencies to improve outcomes for children with a social worker.
* Support the identification and promotion of good practice.
* Maintain awareness of relevant policies and procedures.
* Provide support, training and advice for partners and stakeholders with respect to education policy and practice.
* To prepare reports, presentations, articles and website material for the service and other stakeholders, as required.
* 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: 19th May 2025.

 Date of grading confirmation: 19/05/2025

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# PERSON SPECIFICATION

**Job Title:** Education Adviser - Worcestershire Multi-Agency Child Protection Team

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

**Salary Grade:** P01 (35 hours, all year [not TTO])

## EXPERIENCE:

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

* Substantial experience of working in a school, setting or service focused on improving outcomes for children with a social worker.
* Significant experience and understanding of the practical application of safeguarding and child protection guidance and legislation.
* Considerable evidence of relevant continuing professional development.
* Considerable experience and understanding of the needs of children and young people across the phases of education.
* A successful track record of consistently raising standards for children/young people.
* A strong track record in managing own caseload and workload.
* Significant experience of working independently and as part of a team.
* A successful track record of interpersonal impact with others, including experience of successfully building internal and external relationships with a range of stakeholders.

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.
* Significant experience of providing advice, support and challenge to schools/settings, ideally including senior leaders.
* Experience of advising on relevant legislative and regulatory frameworks and Government initiatives relating to the education of children with a social worker.
* Experience liaising with staff at different levels and acting as a point of contact.
* Experience of delivering professional development.

## KNOWLEDGE, SKILLS AND ABILITIES:

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

* Expert knowledge of current working practices in Education, Early Help and Children’s Social Care.
* Specialist knowledge of strategies to improve access to, and engagement with, education (e.g. attendance strategy, SEND provision, NEET strategy).
* Specialist knowledge of strategies to enhance educational outcomes and holistic development.
* Specialist knowledge of educational initiatives, policies and legislation impacting on children with a social worker and the ability to work effectively with partners and stakeholders 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 children with a social worker across the phases of education, including those in mainstream, specialist and alternative provision.
* 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 and to work well under pressure.
* Expert written and verbal communication skills, evident in a range of situations for a range of purposes.
* Effective inter-personal skills to create positive working relationship with partners and stakeholders.
* A proven track record of building effective working relationships with children/young people in order to ensure that their voice is heard and their needs are met.
* The ability to work within a team and foster effective working relationships.
* Highly developed skills in negotiation, influencing and providing tailored support and challenge.
* Effective conflict resolution skills.
* The ability to identify priorities through critical reflection and analysis.
* Ability and experience in working to statutory timelines.
* The ability to reflect on and develop their own practice.
* The ability to work to tight deadlines and manage time effectively.

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

* Understanding of trauma informed, attachment aware practice.
* Understanding of the disadvantages that children with a social worker can experience.
* A sound knowledge and understanding of relevant legislative and regulatory frameworks and Government initiatives relating to children with a social worker and the education of children with Special Educational Needs and Disabilities.
* The ability to make effective use of information and communication technology and information management systems to improve service outcomes.

## QUALIFICATIONS/TRAINING & DEVELOPMENT:

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

1. Evidence of continuous professional development in a discipline or area relevant to the role.
2. NVQ L6 or equivalent relevant compensatory experience.

## 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: 19th May 2025.