

# Job Description

Education Monitoring Officer (term time only)

**One Year Fixed Term/Secondment – Term Time Only pro rata**

**Closing date:** 01/05/2026

<b>Job Title:</b> Education Monitoring Officer (term time only)	<b>Service Area:</b> Virtual School	
<b>Directorate:</b> Education, Inclusion & Achievement, Children & Young People	<b>Post Number:</b> 28538	<b>Evaluation Number:</b> 6320
<b>Grade:</b> Scale 6 (term time only) (£35,520-£36,585) pro-rata	<b>Date last updated:</b> April 2026	

## Overall Purpose of Job

- To support the education and welfare of children in care as directed by the Head of School, having due regard to the Virtual School's aims, objectives, schemes of work and policies, and relevant national requirements.
- In your role you will be working with cohorts of children in care, smaller groups and individuals.

## Job Context

The post holder reports to the Head of School

1. The post holder does not have line management responsibility.
2. The post holder does not have budget responsibility.
3. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and to ensure appropriate

representation of the Council with residents, the Mayor and elected members, and external bodies.

4. The post holder will be required to travel for work to meet with children and young people in order to meet service requirements.

### **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

#### **A - Professional Standards:**

1. To build and maintain successful relationships with children and young people, foster carers, school staff, social workers and be concerned for the child's development, progress and attainment.
2. To demonstrate and promote the positive values, attitudes and behaviour expected from the children and young people at all times.
3. To work collaboratively with colleagues; both within the Local Authority and with partner schools, social care teams and foster carers; and carry out your role effectively, knowing when to seek help and advice.
4. To liaise sensitively and effectively with carers, recognising their roles in pupils' learning.
5. To improve your own practice, including through observation, evaluation and discussion with colleagues.

#### **B - The following activities should take place under the direction and supervision of the Head of Virtual School:**

1. Contribute effectively to educational planning (Personal Education Plans) and review for children and young people.
2. Hold a case load of children in care of statutory school age, attending all relevant educational meetings; implementing packages of additional support where necessary.
3. Take a key role in re-engaging disaffected and challenging children in care to Newham.
4. Work within a framework set by the Head of School, plan your role in the education planning process, attend meetings and provide feedback to children

and the professional network on pupils' learning and behaviour.

5. Contribute effectively to meeting the diversity of children's needs and interests; recognising their strengths and areas for development in planning support that removes barriers to their achievement.
6. Contribute to the planning of opportunities for children to learn in out-of-school contexts, in accordance with Virtual School policies and procedures.
7. Support Head of School in evaluating children's progress and attainment.
8. Monitor children's participation and progress, providing feedback to partners.
9. Assist in managing data by gathering information, inputting data and producing reports, statistical information and analysis as required.
10. Communicate effectively and sensitively with children and young people to support their learning.
11. Work effectively with existing and new networks and links with Children's Social Care to ensure information sharing and good practice.
12. Where relevant, guide the work of other adults supporting teaching and learning in the classroom.
13. Recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures.
14. Organise and manage safely the learning activities, the physical teaching space and resources for which they are given responsibility.
15. Carry out routine clerical tasks e.g. delivering training to Designated Teachers, supporting Celebration events and producing case studies.
16. Other appropriate duties relevant to the purpose of the post and within the grading and competency of the post holder, as reasonably required by the advisory teacher/head teacher.

#### **EQUALITY AND DIVERSITY**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

#### **PROTECTING OUR STAFF AND SERVICES**

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

# Personal Specification



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## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p>Application Form = AF Interview = I Test = T Reference = R</p>	

<p><b>KNOWLEDGE:</b></p> <p>1 Have a clear understanding of how to use ICT to advance pupils' learning, and can use common ICT tools for your own benefit.</p> <p>2 Know the key factors that can affect the way pupils learn.</p> <p>3 Be aware of the statutory frameworks related to Children in Care and relevant to your role.</p> <p>4 Know the legal definition of Special Educational Needs (SEND), and be familiar with the guidance about meeting given in the SEND Framework.</p>	<p>AF, I &amp; T</p> <p>AF, I &amp; T</p> <p>AF, I &amp; T</p> <p>AF, I &amp; T</p>
<p><b>EXPERIENCE:</b></p> <p>1 Experience of 3 years of more working in a school.</p> <p>2 Experience of advancing pupils learning in a range of classroom settings, including working with individuals, small groups and whole classes.</p> <p>3 Know a range of strategies to establish a purposeful learning environment and to promote good behaviour.</p> <p>4 Have sufficient understanding of specialist area (for example, a subject base, in support of an age phase or pupils with particular needs) to support pupils' learning, and be able to acquire further knowledge to contribute effectively and with confidence.</p> <p>5 Be familiar with the school curriculum, the age-related expectations of pupils, the main teaching methods and the testing/examination frameworks.</p>	<p>AF, I &amp; R</p> <p>AF &amp; I</p> <p>AF, I &amp; T</p> <p>AF, I &amp; T</p> <p>AF, I &amp; T</p>
<p><b>EDUCATION, TRAINING AND SKILLS:</b></p> <p>1 Have a qualification at minimum Level 2 in the National Qualification Framework in English and Mathematics and be educated to Level 3 overall.</p> <p>2 Have obtained or be prepared to obtain Higher Level Teaching Assistant status.</p> <p>3 Have high expectations of all children; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.</p>	<p>AF</p> <p>AF &amp; I</p> <p>AF &amp; I</p>

<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>1 Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p>2 The post holder will have demonstrated Equal Opportunities practice throughout a previous school and have knowledge of the Authority's policy of inclusive education.</p> <p>This post is subject to an enhanced DBS check.</p> <p>This post is exempt from The Rehabilitation of Offenders Act (1974).</p>	<p>AF &amp; I</p> <p>AF &amp; I</p> <p>Satisfactory clearance at conditional offer stage</p> <p>AF</p>