

Job Description



Job Title: EET Support Officer	Service Area: Virtual School	
Directorate: Children and Young People Services Education	Post Number:	Evaluation Number: 5834
Grade: PO1	Date last updated: 2022	

Purpose of Job

To support the education, employment and training of CYP with a social worker as directed by the Lead Advisory Teacher for Children in Need; having due regard to the aims, objectives and policies of Children and Young People's Services, and relevant national requirements.

In your role, you will be working with cohorts of CYP with a social worker; smaller groups and individuals.

Job Context

Reports to the Lead Advisory Teacher for Children in Need.

The post holder has no line management responsibility.

The post holder will have regular contact with the senior managers in delivering key corporate functions for the relevant services.

DUTIES AND RESPONSIBILITIES:

A - Professional Standards

1. To build and maintain successful relationships with young people, parents/carers, key workers, colleges, schools, businesses, training providers and social workers in order to promote the children/young person's inclusion in education/training/employment.
2. To demonstrate and promote the positive values, attitudes and behaviour expected from the young people and those working with them at all times.
3. To work collaboratively with colleagues; both within the Local Authority and with partner agencies, social care teams and parent/carers; and carry out your role effectively, knowing when to seek help and advice.

4. To work purposefully in a planned and focused way with CYP and partners to support understanding of education and development needs, strengths and aspiration and ensure inclusion in a CYP's care plan. Work may include advice/support, advocacy and direct work interventions with CYP.
5. To improve your own practice, including through training, observation, evaluation and discussion with colleagues.

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.

B - The following activities should take place under the direction and supervision of the Lead Advisory Teacher for Children in Need, in accordance with arrangements made by the Executive Head of the Virtual School.

1. Contribute effectively to progression planning and review for children and young people.
2. Hold a caseload of young people allocated by the Lead Advisory Teacher; attending all relevant meetings; delivering direct work interventions and implementing packages of additional support where necessary.
3. Take a key role in re-engaging Children and Young People who experience barriers to engagement in learning and relationships in EET as a result of multiple disadvantage.
4. Work within a framework set by the Lead Advisory Teacher. Plan your role in the planning process, attend meetings and provide feedback to young people and the professional network on young people's progress including their knowledge, skills and understanding but also their social, emotional development, health and well-being.
5. Contribute effectively to meeting the diversity of young people's needs and interests; recognising their strengths and areas for development in planning support that removes barriers to their achievements.
6. Contribute to the planning of opportunities for young people to learn and progress in a range of contexts, in accordance with Virtual School policies and procedures.
7. Support the Education team in the Safeguarding and Intervention Service in evaluating young people's progress and outcomes by working with multi agency teams within CYPS
8. Monitor young people's participation and progress, providing feedback to partners.

9. Assist and take responsibility for managing data by gathering information, inputting data and producing reports, statistical information and analysis as required.
10. Communicate effectively and sensitively with young people to support their progress.
11. Work effectively with existing and new networks and link with child or young people's Social Care officers and relevant partners to ensure information sharing and good practice.
12. Where relevant, guide the work of other adults supporting the young person to progress.
13. Recognise and respond effectively to equal opportunities issues as they arise; including by challenging discriminatory and/or stereotypical views, and by challenging bullying or harassment, following relevant policies and procedures.
14. Carry out routine administrative tasks e.g. maintaining records, writing reports and supporting/delivering workshops / training.
15. 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 Lead Advisory teacher.

EQUALITY AND DIVERSITY

The Council has a strong commitment to achieving equality of opportunity in both services to the community and the employment of people and expects all employees to understand and promote its policies in their work.

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
KNOWLEDGE:	
Knowledge & understanding of 14+ education & training pathways.	Application Form/Interview
Knowledge & understanding of SEND and EHCP processes.	Application Form/Interview
Knowledge & understanding of the factors which contribute to poor outcomes for CYP with a social worker and strategies and solutions to address them in order to achieve sustained improvements in EET.	Interview
Knowledge of and commitment to equal opportunities and anti-discriminatory practice.	Application Form/Interview/Test
Awareness & understanding of relevant statutory documents e.g. Working Together to Safeguard Children 2018; Children and Families Act 2014	Interview

• Understanding of welfare benefits and work, training & education opportunities for young people post 16. • Knowledge of post 16 education options and progression to higher education	Interview
QUALIFICATIONS: • Good all round education to at least L3 or equivalent • Relevant qualifications eg. Youth Work, education, social care.	Application Form/Interview/Documentation Application Form/Interview/Documentation
EXPERIENCE: • Experience of direct work with disadvantaged children and young people aged 14+ • Experience of working in a multi-cultural, multi-racial environment. • Experience of effective advocacy on behalf of young people. • Experience of working in partnership with other professionals and a range of statutory and voluntary agencies. • Experience of planning and recording own work and using IT systems and databases.	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
SKILLS AND ABILITIES: • Ability to carry out assessments, and to create and manage individual intervention plans. • Ability to recognise and understand the factors which affect young people's behaviour, motivation and aspirations and focus on solutions which work for the individual. • Ability to communicate effectively on complex issues, both person to person and in writing, with young people, their parents/carers, colleagues and statutory and voluntary agencies and build	Application Form/Interview Application Form/Interview Application Form/Interview

effective professional relationships. • Ability to redesign working procedures to meet changing priorities where necessary. • Ability to meet agreed performance targets and timescales and work effectively under pressure within the parameters of Council policy and departmental procedures. • Ability to keep accurate case records and to write complex reports as required. • Ability to organise and prioritise own workload independently and work effectively under pressure. • Ability to lead on the use IT systems to a level whereby the office can operate in a paperless environment. • Ability to think creatively and work on own initiative • Willingness to learn new skills • Ability to manage conflicting deadlines and work well under pressure • Ability to work effectively with service users professionally, sensitively and tactfully	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
PERSONAL STYLE AND BEHAVIOUR: • Personal commitment to ensuring all children/young people are supported to achieve the best possible positive EET outcomes. • Commitment to service delivery which is culturally appropriate and responsive to the needs of all users, including disadvantaged groups. • Energetic and proactive with an enthusiastic personality and the willingness to “go the extra mile in supporting young people”. • Good team worker • Good leader by example	Application Form/Interview Application Form/Interview Interview Application Form/Interview Application Form/Interview

• Reliable and demonstrating high standards	Application Form/Interview
OTHER SPECIAL REQUIREMENTS: • Willingness and ability to work agreed evenings and weekends to maintain service delivery. • Willingness to travel outside the borough where necessary in order to meet young people's needs. • This post is subject to an enhanced DBS check.	