Job Profile

JOB TITLE:	Virtual School Officer
GRADE:	SO1
POST NO:	
JOB TIER:	6 (non-management)
DBS / ISA CHECK:	Enhanced
GROUP:	Education
SERVICE:	Hillingdon Virtual School

REPORTING STRUCTURE

Reports to:	Senior Practitioner
Direct Reports:	None
Indirect Reports:	None

ROLE PURPOSE:

In line with Hillingdon's Education Service priorities, to work closely with the Hillingdon Virtual School team and Headteacher to:

- raise the attainment of children known to Social Care (placed in and outside the borough, via a focus on admissions, attendance, attainment, progress, tuition, enrichment and promoting inclusion
- hold a caseload of Looked After Children as decided by the Virtual School Headteacher
- track the attainment and progress of all children known to Social Care (from Nursery to age 18) on their caseload.
- contribute to the development of policies and procedures.
- contribute to the development and delivery of training to school staff, social workers and foster carers, key workers and those in the wider team around the child
- contribute to the provision of enrichment and extra-curricular learning activities for children known to Social Care.
- pro-actively develop and maintain effective working relationships with other agencies both in and out of the borough to ensure joined up services for children known to Social Care
- support Virtual School Lead Practitioners in the delivery of their areas of responsibility (Admissions, Attendance, Exclusion, NEET, 16+ LAC, Care Leavers, Post LAC, UASC, Early Years, Enrichment etc.)
- contribute to the on-going development of the Hillingdon Virtual School

A. Job Description

---

1. People Management

- No direct supervisory responsibility.

2. Resident & Community Contribution

- To demonstrate understanding of the Council's Customer Care Standards and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'.
- To work with the Virtual School team to create and support a culture of high aspiration and opportunity for Looked After Children, promoting the role of the Council as the Corporate Parent.

3. Operational Service Delivery

- To hold a caseload of Hillingdon Looked After Children aged 2 - 18 and track their attainment and progress.
- To intervene directly with Looked After Children, their parents, carers and relevant professionals; to identify and resolve education-related difficulties.
- To lead and record Personal Education Plan meetings for Looked After Children as appropriate according to statutory guidance and Hillingdon policy.
- To contribute to the Education Section of Pathway Plans for those Care Leavers remaining in education between 18 and 25 years old
- To make Personal Education Plans available for LAC Reviews and Pathway Planning
- To provide information, advice and guidance to schools and other professionals relating to the education of children known to Social Care
- To attend school admissions, exclusion and other professionals' meetings to advocate for individual Looked After Children
- To make efficient use of the eGov Solutions system, ensure all information and data entered is absolutely accurate and contribute to improvement of this system.

Advice & Guidance
- To be fully conversant with current legislation and research relating to children known to Social Care
- To provide effective advocacy for children known to Social Care
- To raise the profile of the needs of children known to Social Care within education and social services
- To advise teaching and other education staff about the needs of children known to Social Care

4. Service Planning & Development

- To maintain and develop effective working relationships with stakeholders and clients, ensuring that the council's interests are protected and ensuring value for money in all transactions.
- To contribute to service developments
- To provide advice to social workers and the Placement Service on appropriate education provision before a care placement is agreed.
- To ensure that Personal Education Plans (PEPs) are completed within statutory timescales and assist social workers and designated teachers with developing high-quality PEPs for all Looked After Children.
- To work directly and indirectly with professionals, students and families in meeting agreed individual performance targets (i.e., attainment, attendance, exclusions).
- Any other role specific responsibilities

5. Financial & Resource Management

- To provide support to the Headteacher of Hillingdon Virtual School to provide value for money services within the budget allocation.
- To demonstrate cost-consciousness and identify any cost-effective changes to own way of working.
- Any additional role specific responsibilities.

6. Continuous Improvement

- To identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers.
- Any additional role specific responsibilities

7. Contacts

- Primary contact will be with other officers within the Council, Service users, Schools and Operational and Managerial staff in partner organisations, other statutory services and Authorities, voluntary and independent sector.

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil the role purpose or as instructed by management.

9. KEY PERFORMANCE INDICATORS

- Completion and monitoring of quality PEPs for own caseload of Looked After Children.

B. Person Specification

Education Officer, Hillingdon Virtual School

This person specification will be used for recruitment to the Education Officer vacancy in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL	DESIRABLE
Degree Level or equivalent.	☒	
Qualified Teacher status		☒
Post graduate qualification in education/research related to working with vulnerable children or in multi-agency settings.		☒
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE
Full and valid driving license.		☒
3. EXPERIENCE	ESSENTIAL	DESIRABLE
A minimum of 1 years' experience of working within the UK education system or a minimum of working for 1 year in a virtual school or education support service or comparable overseas experience	☒	
Demonstrates recent experience of working with vulnerable children or young people including those with Special Educational Needs and/or English as an Additional Language	☒	
4. KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE
Has knowledge and understanding of key issues in regard to the education of Looked After Children and Care Leavers, including barriers to learning and ways in which to overcome them	☒	
Technical knowledge of health & safety	☒	

	ESSENTIAL	DESIRABLE
Demonstrates technical knowledge of Microsoft packages including Word, Excel and Access to intermediate level.	☒	
Good research skills in regard to all matters pertaining to education, training and apprenticeships	☒	
Ability to understand data management systems.	☒	
Demonstrates sound working. knowledge of Safeguarding and Child Protection processes.	☒	
Knowledge of multi-agency working and an ability to work in partnership with a range of professionals.	☒	
Ability to undertake direct work with children and young people in their education settings.	☒	

5. COMPETENCIES	ESSENTIAL	DESIRABLE
"Can do" positive attitude. Demonstrates a commitment to changing work practices and processes, and a willingness to try new ways of working or thinking.	☒	
Takes responsibility and delivers. results Adapts to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions.	☒	
Team working Acts as a role model to others in the team, sharing knowledge and experience, when necessary, whilst respecting and valuing the contribution other team members' experiences can bring.	☒	
Communication Demonstrates well developed written and verbal communication skills; and the confidence to present reports and verbal accounts credibly to a variety of different audiences.	☒	
Customer Care Develops contacts and relationships with customer/client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision.	☒	
Takes ownership of personal development	☒	

Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance.		