



<b>Title</b> Looked After Children Achievement Officer	<b>Department</b> Children, Families & Cultural Department, Education, Learning & Skills division	<b>Post Ref.</b>
<b>Job Purpose</b>  To contribute to raising the achievement of Looked After Children (LAC) and more indirectly to the achievement of previously Looked After Children (PLAC) by: <ul style="list-style-type: none"><li>• Providing effective support and intervention as directed by the senior leadership team (SLT) of the Virtual School (VS)</li><li>• Promoting and facilitating collaborative working and partnerships between other services and schools</li><li>• Promoting a clear and positive vision and strategy, which builds capacity in organisations to secure improved outcomes for LAC.</li><li>• Meeting the required service standards, in line with the Virtual School's Annual Report &amp; Development Plan, the County's LAC and Care Leavers Strategy, and associated standards within the Education Learning and Skills division.</li></ul>		
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. To take responsibility for monitoring and actively intervening on behalf of named Looked after Children across the County and Nottinghamshire LAC in other local authorities, with regards to attendance, attainment, behaviour and progress.</li><li>2. To work with the Admissions and Inclusion teams to ensure that all Nottinghamshire LAC, whether living in Nottinghamshire or living out of county, are on the roll of a school, college or other appropriate educational establishment, and are receiving their educational entitlement.</li><li>3. To identify Nottinghamshire LAC whose educational provision is not appropriate or is ineffective, whether living in Nottinghamshire or living out of county, and take swift and appropriate actions to ensure that appropriate provision is made. This will involve making effective use of existing data streams, including data on attendance, attainment and progress.</li></ol>	<ol style="list-style-type: none"><li>7. To ensure compliance with statutory and regulatory guidance for school provision, and out of school provision, including the appropriate completion of Personal Education Plans (PEPs), and monitoring the effective use of targeted funding, including the Pupil Premium Plus.</li><li>8. To develop partnership working with a range of other agencies, especially within the Psychology Services group and wider Education, Learning and Skills division, to ensure that appropriate, coordinated support is provided to the schools and other educational settings where LAC are on roll.</li><li>9. To offer advice and guidance to parents/carers of previously Looked After Children (PLAC), and to the schools and settings where these pupils are on roll, including signposting to relevant support agencies and resources.</li></ol>	

4. To monitor the behaviour of Nottinghamshire LAC who are at risk of exclusion and work with colleagues across Children Families and Cultural Services and with staff from the child's educational establishment, in order to prevent exclusion and promote the child's effective engagement with learning.
5. To respond promptly to admissions to, and discharges from Local Authority care in the provision of advice, guidance and support to the child's educational establishment, and to others involved in the child's care and well-being.
6. To ensure appropriate transitional pathways are in place for all key stages in the educational journey of a Nottinghamshire LAC, with particular regard to post 16, and post 19 destinations. This will include ensuring that LAC are provided with specialised information, advice and guidance to support their transition into adulthood.

10. To act within the stated ethos, principles, policies and procedures of the Corporate Parent and undertake duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post as defined. This would be subject to the proviso that normally any changes of a permanent nature will be incorporated into the job description in specific terms.

***Key Accountabilities***

1. To work to specified service targets.
2. To alert the Assistant Head of the Virtual School of issues that could affect performance.
3. To maintain and further develop skills, knowledge and understanding of current educational thinking in relation to LAC and PLAC.

**The post holder will perform any duty or task that is appropriate for the role described**

**Person Specification**

**Education and Knowledge**

1. Relevant professional qualification, diploma or degree in a relevant area
2. Evidence of recent and relevant continuous professional development.
3. Knowledge and understanding of the main issues affecting the service area, including the potential challenges a Looked After Child may face.
4. Knowledge of the principles and practice of:
  - The safeguarding agenda
  - Appropriate risk management
  - Inclusive educational provision and practice, particularly in relation to attendance, behaviour and social and emotional difficulties

**Experience**

14. A minimum of 3 years' experience working in the professional area of children in vulnerable situations
15. Collaborative work with a range of professionals including social care and schools in challenging situations.
16. Planning, delivering and reviewing support interventions for children in vulnerable situations

**Personal skills and general competencies**

5. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
6. Strong interpersonal skills and the ability to establish effective professional relationships, to respect and influence the ideas and practice of others.
7. Ability to make decisions and solve problems to meet operational targets, including devising solutions and prioritising the resources available
8. Ability to meet agreed objectives and delivery targets by the effective use of resources.
9. Ability to consult with, model, coach and mentor others in the development of good practice.
10. Ability to coordinate and integrate separate activities over time to ensure the achievement of the overarching goal.
11. Ability to monitor performance and conduct appropriately and to quality assure educational provision.
12. Ability to identify risk and act on immediate concerns raised in relation to the educational provision and safeguarding of Looked After Children.

13. Ability to think, present and communicate effectively and creatively within tight timelines and to use ICT processes efficiently as part of day to day routines.

***Role Dimensions***

- 17. To deliver support to professionals who have primary responsibility for Looked After Children (LAC) and their carers, within a school setting to ensure that all statutory and local commitments to the education of LAC are fulfilled.
- 18. To be responsible for brokering educational provision for named LAC
- 19. To work collaboratively with key partners to ensure that all educational provision for LAC is shaped by the needs and aspirations of LAC, their parents and carers.
- 20. To report to the Assistant Head of the Virtual School
- 21. The post holder may occasionally be required to travel throughout country.

*Please attach a structure chart*

Date 15<sup>th</sup> February, 2019