



Job Description

Post Title: **Education Specialist (Part time)**
(24 hours per week)
(Term Time Only – 39 weeks per year)

Responsible to: **Director of Child Care**

Salary Scale: **£21,383 - £22,539 per annum**
(inclusive of 19.68 days annual leave)
(£38,480 - £40,560pa + 41 days annual leave FTE)
10% pension, £1,200 car allowance, home working allowance

1. PURPOSE OF JOB

To be the Educational Specialist across all regions in England, for Social Workers, Operational Managers, Foster Carers and the Registered Manager/Director of Childcare.

2. PRINCIPAL DUTIES AND RESPONSIBILITIES

- Support and provide guidance to foster carers & supervising social workers to prepare them for education meetings where needed e.g. PEPs.
- To act as a foster child's advocate with regard to education, alongside the foster carer and social worker as required.
- To be prepared to challenge school policies and sanctions when and where necessary.
- Attendance at PEP meetings where the Educational Specialist is working with a fostering household or it is felt more specialist education input is needed.
- Attend foster carers' support group meetings where needed (or remotely, via teams), to deliver educational workshops and update foster carers on new educational initiatives and legislation.
- Where required, provide bespoke educational training to foster carers and staff (face to face, or remotely as appropriate).
- Support new staff and carers through the induction process, promoting the role of the Educational Specialist and the support that can be offered.

- Process information from foster carers' monthly placement reports, and record educational information such as achievements, attendance, exclusions and structured activities.
- Produce bi-annual education reports for senior management to assist with practice monitoring.
- Produce an annual report for OFSTED and provide statistical information for local authorities where needed.
- Attend School meetings, as required, which may include lengthy travel and some overnight stays.
- Maintain accurate educational records for each child, including information about school placement, special educational needs status, attendance, exclusions, academic attainment and achievements.
- Collect and process children's school reports, highlighting and acting on any needs or concerns contained within the report.
- Liaise with relevant Virtual School Staff and/or other key personnel in school or the local authority to resolve any educational issues which may arise.
- Track children's educational attainment on a continual basis and at specific set key stages using the FCC Education Tracker.
- Provide educational guidance and advice to foster carers and supervising social workers, signposting them to resources, following up any educational issues highlighted by them and providing specialist support/guidance.
- Keep up to date with the latest educational legislation and practice to provide support and guidance to foster carers and supervising social workers.
- Work with Virtual School Teams and social workers to resolve any school admission issues and help to facilitate smooth transfers to new schools as required.
- Assist in identifying appropriate schools for children who need to change schools. Accompany foster carers on visits to schools to support them in choosing suitable educational provision as required.
- Intervene quickly when an educational issue has been highlighted either by the foster carer, supervising social worker or one of the regional managers, to ensure a speedy and successful resolution.
- Record children's achievements, communicating and acknowledging these successes.
- Contribute to any appropriate FCC policies.

Person Specification

<u>Essential</u>	<u>Desirable</u>
<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • Qualified Teacher Status • Qualified to Degree Level • Full Driving licence 	<ul style="list-style-type: none"> • Additional qualifications relevant to the role. • On the job up to date teacher training.
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Recent teaching experience at primary or secondary level. • At least five years teaching experience. 	<ul style="list-style-type: none"> • Experience of collaborative working with other agencies. • Experience of undertaking a pastoral role alongside teaching. • Experience of supporting vulnerable children, including children in care, in an educational setting. • Experience of working with social workers, foster carers, local authority and other external providers. • Understanding of SEN system and the needs of children in care
<p><u>Skills and Knowledge</u></p> <ul style="list-style-type: none"> • Up to date knowledge of educational reforms. • Excellent communication skills. • Strong report writing skills. • Competent IT skills. • Effective interpersonal skills. • Ability to handle sensitive material and to maintain confidentiality. • Ability to handle difficult conversations. • Demonstrate an ability to act as an advocate for a young person. • Self motivated. • Ability to work well with all professions. • Ability to work under pressure. • Experience of working autonomously. • A flexible approach to providing effective support to foster carers including occasionally working outside normal office hours. • A commitment to personal self development and training. 	<ul style="list-style-type: none"> • An understanding of issues concerning the education of Children Looked After and the importance of every child receiving an appropriate education and support.