

# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	Post 16 Development Officer		
<b>GRADE:</b>	G9	<b>SERVICE AREA:</b>	Access & Inclusion
<b>JOB CODE:</b>	CHI370POSTG9		
<b>REPORTS TO:</b>	Virtual School Lead	<b>LOCATION:</b>	Remote working – home/office/community
<b>SPECIAL CONDITIONS:</b>	Will be some out of hours working		

## 1. Main purpose of the job role:

- To develop and lead on the strategic overview of careers provision for looked after young people and care leavers up to the age of 18
- To develop effective strategies to improve the performance of underperforming students as identified through post 16 tracking and monitoring of learner performance
- To work in partnership with education providers, social care staff and parents/carers to raise the achievement of looked after children and care leavers in Post 16 education and training.
- To liaise with Post 16 providers to develop post 16 opportunities for Walsall's looked after children and care leavers to ensure they have access to a good quality and varied post 16 education, employment and training offer.
- To raise the profile of the Virtual School with post 16 providers and ensure they have a good understanding of the varying needs of looked after learners.
- To build positive relationships with schools and other post 16 settings to enable successful intervention to support looked after young people at risk of dropping out and becoming NEET

## 2. Role specific duties and accountabilities:

- To lead on and develop the Virtual school apprenticeship offer to looked after young people and care leavers
- To manage the post 16 element of the pupil premium budget to ensure the funding is used effectively to improve outcomes
- To develop and lead a work experience programme which allows students opportunities to experience the world of work
- Allocate work to key workers to ensure looked after young people are supported during the school summer break to ensure transition to college /apprenticeships/school based Post 16 is positive. This will involve ensuring young people receive advice following exam results publication, meeting with placements, carers and young people to go over options and manage deadlines etc
- To promote the progress and raise the aspirations of looked after young people and care leavers through engagement with schools, colleges and training providers
- Monitor the progress of looked after young people as they begin and continue through Post 16 courses by ensuring key workers carry out regular visits to school/college/placements and meetings with pupils/staff/employees particularly for those young people identified as being at risk of 'dropping out'
- Plan and deliver training for social care colleagues, designated teachers, Schools, and other key stakeholders in relation to promoting the education of post 16 young people
- Supervise and allocate work to external staff working with the virtual school i.e. Care Leavers Covenant staff
- To lead on and further develop the virtual school corporate mentoring scheme
- To raise aspirations of looked after young people and care leavers by developing a post 16 enrichment offer

### **3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE Enhancement &amp; Enrichment Officer</b>		<b>GRADE G9</b>
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium=2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Excellent organisational skills to organise own workload and establish priorities to ensure that tasks/duties are managed effectively	I	3
High level of interpersonal skills in order to establish effective working relations within the team, schools. Post 16 providers, outside partners and other professionals.	I	3
The ability to collate and use data to analyse good practice and identify areas for development	I	3
Ability to develop and maintain good relationships across the service and external agencies	I	3
The ability to communicate effectively in verbal and written form	A/I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
To be familiar with the education legislation and statutory guidance pertaining to looked after children and care leavers	A/I	3
Significant experience of working with post 16 looked after children and care leavers	A/I	3
To have substantial experience of working with young people in a post 16 establishment	A/I	3
To have experience of working with schools, young people/families and a range of other agencies to support progress and achievement	A/I	3
To have experience in managing a budget and allocating resources	I	2
Experience and Knowledge of the national curriculum, key stage assessments and appropriate targeting, SEND Code of Practice	A/I	3

Knowledge and understanding of safeguarding of children, young people and adults		A/I	3
Experience of planning a wide variety of activities/provision to support learning		A/I	2
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.			
Minimum of 5 GCSEs (grade 9-4) or equivalent including English & Maths		A	
Evidence of continuous training and development undertaken with regard working with young people		A/I	3
<b>Other Essential Requirements</b>			
An awareness of, and commitment to, equality of opportunity		I	3
Awareness of, and commitment to, confidentiality and handling data		I	3
<b>Prepared by:</b>	Lorraine Thompson	<b>Date:</b>	06/04/22