

## Kent County Council

### Job Description: Virtual School Kent Education Support Officer (VSKAT)

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<b>Directorate:</b>	<b>Children, Young People &amp; Education</b>
<b>Unit/Section:</b>	<b>Virtual School Kent</b>
<b>Grade:</b>	<b>KR6</b>
<b>Responsible to:</b>	<b>VSK Deputy Head</b>

#### **Purpose of the Job:**

The primary focus of the post will be to work under the professional direction of the Deputy Head alongside the Assistant Head and Senior Education Support Officer for Virtual School Kent's Advisory Team. The post is part of the professional team to support education for previously looked after pupils and those who have or have had a Social Worker, with appropriate advice and information.

The post holder will be expected to advise on progress in pupils' learning and engagement.

#### **Main duties and responsibilities:**

1. Advise on how to organise and manage an appropriate learning environment and assist the teacher to plan teaching and learning objectives to ensure pupil progress and development.
2. Advise on how to monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives,
3. Advise parents and guardians of previously looked after children as well as social workers with regards to pupils' learning. Attend meetings to offer advice for previously looked after children, when necessary, with parents and guardians to provide constructive feedback on pupils' progress to ensure pupils achieve their best results.
4. Advise on strategies and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote pupils' self control and independence to ensure good behaviour and respect for others is maintained.
5. Use detailed knowledge and specialist skills to support pupils' learning to enable staff to establish a productive working relationship with a Previously Looked After Child and children with social worker involvement; promoting inclusion and working to support pupils consistently whilst recognising and responding to

individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all pupils.

6. Understand and comply with policies and procedures relating to child protection, equal opportunities, health, safety, security, confidentiality, and data protection, reporting concerns to an appropriate person in order to maintain a safe and secure learning environment.
  
7. Contribute to the overall work/aims of the Virtual School and in liaison with schools, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of pupils
  
8. Participate in training and other learning activities as required and attend relevant meeting to ensure own continuing professional development.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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### Person Specification: Virtual School Kent Education Support Officer (VSKAT)

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ2.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Successful relevant experience of working with children of relevant age within a learning environment.</li> </ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>Meet Higher Level Teaching Assistant standards – see tda document “Professional standards for HLTA status” for further information.</li> <li>Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> <li>Be able to work effectively as part of a team and contribute to group planning etc. but also be able to work independently and on own initiative.</li> <li>Must be flexible with effective time management skills.</li> <li>Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</li> <li>Have a creative approach to problem solving and use this to inspire and motivate pupils.</li> <li>The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.</li> <li>The post holder must have excellent communications skills to be able to inform and advise parents, schools and other professional around the educational needs of previously looked after children.</li> </ul>

<p><b>KNOWLEDGE</b></p>	<ul style="list-style-type: none"> <li>• Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing national curriculum and other relevant learning programmes.</li> <li>• Have a good understanding of Special Educational Needs and processes.</li> <li>• Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing.</li> <li>• Must have ability to critically evaluate own performance.</li> <li>• Associate staff make a strong contribution to pupils' learning and achievement. Teachers' professional</li> </ul>
	<p>training, knowledge and experience enable them to take overall responsibility for pupils' learning. VSK ESOs provide advice to teachers and schools allowing qualified teachers to make even more effective use of their time, as well as building capacity within other associate staff.</p> <ul style="list-style-type: none"> <li>• Contribute to, and need to demonstrate understanding of skills in, planning, monitoring, assessment and class management. HLTAs would also be expected to work as part of the Virtual school team and contribute to plans to ensure VSK meets its aims.</li> </ul>
<p><b>BEHAVIOURS AND KENT VALUES</b></p>	<p><b>Kent Values:</b></p> <ul style="list-style-type: none"> <li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li> <li>• <b>We are curious to innovate and improve</b></li> <li>• <b>We are compassionate, understanding and respectful to all</b></li> <li>• <b>We are strong together by sharing knowledge</b></li> <li>• <b>We are all responsible for the difference we make</b></li> </ul>