

# Kent County Council

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

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**Directorate:** Children, Young People and Education

**Unit/Section:** Virtual School Kent

**Grade:** KR6

**Responsible to:** VSK Deputy Head

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

The primary focus of the post will be to work under the professional direction of the Deputy Head alongside the Senior Support Officer for Previously Looked After Children (PLAC) as part of the professional team to support education for previously looked after pupils 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, carers and social workers with regards to pupils' learning and attend meetings with parents and carers 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, 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.

This job description is provided to assist the post holder to know their own principal duties. It may be amended from time to time in consultation with the post holder without change to the level of responsibility appropriate in the grading of the post. The priorities for working will be negotiated with key managers involved, and target setting and review meetings will allocate the balance of the work.

## Kent County Council Person Specification

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>• Meet Higher Level Teaching Assistant standards – see tda document “Professional standards for HLTA status” for further information.</li> <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>• 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>• 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>• 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> </ul>

<b>KNOWLEDGE</b>	<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>• Good understanding of child development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment.</li> </ul>
<b>BEHAVIOURS AND KENT VALUES</b>	<p><b>Kent Values:</b></p> <p><b>Open</b></p> <p><b>Invite Contribution and Challenge</b></p> <p><b>Accountable</b></p> <p>If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post.</p>