

## Kent County Council

### Job Description: *Education Programme Wellbeing Support Officer*

---

<b>Directorate:</b>	<b>Children, Young People and Education</b>
<b>Unit/Section:</b>	<b>Fair Access/Education Programme</b>
<b>Grade:</b>	<b>KR7</b>
<b>Responsible to:</b>	<b>Education Programme Co-ordinator</b>

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

The Education Programme is an interim service providing bespoke tuition packages to children and young people (CYP). These CYP are without a school place due to exclusions; or will have an EHC Plan awaiting a place at a named provision.

The wellbeing and inclusivity of our cohort is integral to the delivery of the service. The team focus on delivering child centred educational and well-being activities whilst supporting and improving educational outcomes. You will undertake wellbeing activities with individual CYP within a framework agreed and under the overall direction and supervision of the Education Programme Co-ordinator.

You will be a passionate individual experienced in delivering positive outcomes, who can support children with emotional and behavioural difficulties, enabling the CYP to understand and navigate through their behaviours facilitating them access the curriculum.

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

- Deliver well-being and education packages identified as appropriate to the individual. Plan and deliver individualised programmes of support for CYP to develop their Emotional Literacy and to learn new skills and coping strategies, whilst creating an emotionally safe learning environment.
- Assess the needs of CYPs referred to the programme using professional knowledge and specialist skills to plan a pathway that supports their emotional development.
- Under the supervision of the Education Programme Co-ordinator, implement Individual Development Plans for CYPs (such as Individual Educational Plans), and reviews, focused around the principle elements of self-awareness, self-regulation, motivation, empathy and social skills.
- Facilitate, prepare and deliver the agreed assigned programmes, which will consist of well-being and learning activities, delivering measurable outcomes, assessing and recording progress ensuring the plan will meet the individual targets set for the CYP and enable them to progress academically. Contributing these, where they can be converted to online resources, to the Virtual Learning Platform Content Development Lead. Content created remains the property of KCC.
- Use KCC databases to record contacts, events and progress of the CYP. Provide accurate and constructive reports on progress and attainment for each pupil to share with line management, parents/carers and the designated onward education provision.

- Provide pastoral care to CYP, recording and reporting any safeguarding concerns to the Education Programme Co-ordinator and or Designated Safeguarding Lead. Adhering to Local Authority Policy and guidance on Data Protection, Information Governance and Safeguarding and Child Protection, and Online Safety Policy.
- Liaise with other KCC professional's, parents and external agencies (e.g. schools) to ensure a successful transitioned return to the designated reduction provision.
- Undertake continuous professional development to ensure that ensuring that service delivery is in line with new developments in the fields of inclusion and curriculum and national and local initiatives.

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

## Kent County Council

### Person Specification: *Education Programme Wellbeing Support Officer*

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/ COMPETENCIES</b>	<ul style="list-style-type: none"><li>• Level 3 Diploma (or equivalent) in an education related field.</li><li>• Maths/Numeracy and English/Literacy qualifications equivalent to GCSE 'C' grade or Level 2 Functional Skills.</li><li>• A Full UK Driving Licence – The Council is committed to making reasonable adjustments so whilst this job requires the jobholder to drive your application will still be considered if you are unable to drive due to a disability.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Substantive experience of working with children of relevant age within a specialist learning environment.</li><li>• Experience of working with children with Additional Educational Needs.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Sound 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 independently and calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.</li><li>• Be empathetic and demonstrate a creative approach to problem solving and applying strategies to motivate CYP.</li><li>• Excellent written and communication skills.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of National Curriculum requirements in relation to specialist area (e.g., additional educational needs), including planning, preparing and delivering well-being programmes of learning activities to individuals.</li><li>• Have a detailed understanding of how CYPs of relevant age group(s) and ability learn, using relevant Emotional Literacy/wellbeing strategies and methods.</li><li>• Knowledge and compliance with statutory guidance, KCC policies and procedures relevant to Education safeguarding, child protection, GDPR and health and safety.</li></ul>

**KENT VALUES AND  
CULTURAL ATTRIBUTES**

**Kent Values:**

- We are **brave**. We do the right thing, we accept and offer challenge
- We are **curious** to innovate and improve
- We are **compassionate**, understanding and respectful to all
- We are **strong together** by sharing knowledge
- We are all **responsible** for the difference we make

Our values enable us to build a culture that is:

**Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile

**Curious** - constantly learning and evolving

**Compassionate and Inclusive** - compassionate, understanding and respectful to all

**Working Together** - building and delivering for the best interests of Kent

**Empowering** - Our people take accountability for their decisions and actions

**Externally Focused** - Residents, families and communities at the heart of decision making