

Directorate:	Children, Young People and Education
Unit/Section:	Virtual School Kent
Grade:	KR7
Responsible to:	VSK Deputy Head

Purpose of the Job:

To work with children in care, families, carers, schools, and agencies to promote regular school attendance.

To support and contribute to raising the educational attainment of and improve outcomes for, children in care.

Main duties and responsibilities:

- Liaise between the Local Authority, other local authorities, districts, schools, parents/carers and pupils to ensure regular attendance of all children in care in school or alternative education provision.
- Contribute as a member of Virtual School Kent to improving attendance, educational attainment and outcomes for Kent's children in care in line with Every Child Matters, Children and Young Persons Plan and the Kent Pledge.
- Provide support and guidance to foster carers/parents to identify and address reasons for non-attendance.
- Appraise parents/carers of procedures/facilities available to them and their children through the Local Authority and other agencies to support regular attendance.
- Monitor and evaluate attendance data to inform service delivery and contribute to regular reporting of children in care attendance in line with national and local authority targets.
- Support schools and alternative education providers with policies, procedures, and strategies for improving attendance.
- Promote the safeguarding of children and young people and represent the local authority at meetings and case conferences when required.
- 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.

Kent County Council

Person Specification: Virtual School Kent Education Welfare Officer

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

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

MINIMUM	
QUALIFICATIONS (if essential)	<ul style="list-style-type: none">• NVQ Level 4 within education or social care field, or equivalent experience of working within specialist role within related field (e.g., education, social care, health, police)• Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ2
EXPERIENCE	<ul style="list-style-type: none">• Experience of working with vulnerable children and families including home assessment visits.• Experience of working within a multi- agency context
SKILLS AND ABILITIES	<ul style="list-style-type: none">• 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.• Must be flexible with effective time management skills.• Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.• Have a creative approach to problem solving and use this to inspire and motivate pupils.• Must have excellent communications skills in order to build rapport with adults and children, both verbally and in writing.• Must have ability to critically evaluate own performance
KNOWLEDGE	<ul style="list-style-type: none">• Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge of legislation in relation to school attendance.• Good understanding of the issues facing vulnerable young people, families and carers• Understanding of child protection and safeguarding requirements• Knowledge of Kent County Council's commitment to equality and diversity
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">• 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