

Kent County Council

Job Description: *Fostering Education Liaison Officer*

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

Purpose of the Job:

To provide a link between Foster Carers, VSK staff, VSK Locality Teams, Fostering Teams, Children in Care Teams, Pre School settings and Schools to support and promote the education of children in care.

Main duties and responsibilities:

Under the direction of the Senior Leadership Team:

- To be the Area lead on EYFS.
This will include:
 - >Initiating and chairing Early Years PEPs for children aged 2 and over in pre-school settings in liaison with the child's Social Worker and Early Years Setting and to ensure that information is entered on the Kent PEP system.
 - >Ensuring that EY Pupil Premium is assigned to the correct Early Years setting.
- To ensure Social Workers have submitted an online application for Yr 6 children moving to Yr 7 and for children starting school in Reception.
- To co-ordinate and manage schemes and initiatives supporting the raising of educational attainment of children in care.
- To provide information, support and guidance to carers, schools, social workers and Fostering Teams of children and young people in the care of KCC in a school context to enable positive participation, encourage their involvement in the learning environment and improve their learning opportunities.
- To work directly with carers, empowering them and ensuring the children placed in their care take advantage of the educational opportunities and support available to them.
- To work with carers on preventative and early intervention strategies and link to other specialist services and agencies within the child's network of support.
- To identify and promote opportunities to engage in a broad approach to lifelong learning and personal interest
- To promote VSK's Nurture principles to fostering teams and to foster carers.
- To provide information to carers and social workers about local schools and relevant local services available to them and their children including those provided by the local authority, childcare providers, the voluntary sector and others. Home visits can be undertaken to support this process

- To attend Foster Carer Support Groups, minimum of 3 attendances per year for each support group, to provide information, advice and guidance with regard to education and learning. This will include attending support groups of newly approved foster carers to enable them to have current and relevant information on VSK as well as guidance with regard to supporting education.
- To keep carers and Fostering Teams informed of education news and initiatives, activity days, training opportunities and to signpost to relevant VSK staff or team, including the Participation and Engagement team.
- To work with foster carers, Designated Teacher and Social Workers to support the effective use of PP+ to directly influence narrowing the educational gap
- To support carers as the children placed with them go through transitions to ensure continuity of engagement with school and learning.
- To ensure that carers feel confident to engage in the learning of the children and young people placed with them by supporting, signposting and arranging learning opportunities in and out of school.
- To share information with relevant members of the VSK team of developing patterns which may disrupt a child's education and learning.
- To carry out home visits where appropriate in liaison with VSK EWO to support carers in maintaining the full and regular attendance of the children and young people placed with them, at school and wider learning opportunities.
- To provide direct support to carers when and if their child has been excluded from school and assist in arranging tuition if necessary.
- To Co-facilitate or facilitate training for foster carers at the direction of the Area Assistant Head.
- To monitor when children come into care by liaising with the Fostering Team / carers / social workers, to ensure the first PEP is organised within time frame.
- To attend PEPs, Child in Care Reviews, Permanency Planning Meetings and Network meetings as requested by the Area Assistant Head.
- To Support the Area team by adding and managing information on to the Area spreadsheet e.g. new into care and those leaving care.
- To cover meetings for Assistant Head, SESOs and ESOs
- To monitor SDQ returns and to contact foster carers where a return is overdue.
- To monitor applications for IT equipment, arranging for delivery or collection and ensuring relevant paperwork is completed and returned to VSK.

General:

- Attend and participate in relevant meetings, training and other learning activities and performance development as required and as directed by the Area Assistant Head or Deputy Head.
- Be aware of and comply with policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure all children and young people in the care of KCC have equal access to opportunities to learn and develop.

To demonstrate an understanding of and a commitment to equal opportunities and diversity and to standards of customer care.

- Be responsible for own health and safety as well as that of colleagues and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.

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.

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Person Specification: *Fostering Education Liaison 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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> NVQ Level 3 in childcare or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> Proven experience of working with vulnerable young people and their families.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent interpersonal (and report writing skills) Able to communicate with children and young people, their families, colleagues and external agencies in a range of formal settings Ability to prioritise workload and to work effectively on own initiative as well as part of a team
KNOWLEDGE	<ul style="list-style-type: none"> A good general working knowledge of The Children Act 1989, Directorate Child Protection and Fostering and Adoption policies and procedures. Knowledge of Early Years Framework Computer literate
KENT VALUES AND CULTURAL ATTRIBUTES	<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 <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>