

Kent County Council

Job Description: Senior Support Officer - Education, Employment and Training (EET)

Directorate:	Children, Young People and Education
Unit/Section:	Corporate Parenting – 18+ Care Leavers Service
Grade:	KR8
Responsible to:	Service Manager for Transition – Care Leavers 18+ Service

Purpose of the Job:

The primary focus of the post will be to work under the professional direction of the 18+ Care Leavers Service as lead and part of the professional network supporting EET activities for young people under the 18+ Care Leavers Service. Within an agreed system of supervision, the Senior EET Support Officer would coordinate the EET workstreams with the service, overseeing the team of EET Support Officers and 18+ Apprentices and reporting back the Service Manager for Transition. The post must ensure the smooth transition with accessing education, training or employment. The post is a cross county wide role.

The post holder will be expected to progress young person's learning and to assess, record and report on development, progress and attainment.

Main duties and responsibilities:

- To lead on the collaboration with the Personal Advisers of the 18+ Care Leavers Service to support the young person in accessing education/training/employment
- To lead the work in close partnership with Virtual School Kent to support the transition of young people into the 18+ Care Leavers Service and education, training or employment opportunities
- Oversee, organise and manage an appropriate learning environment for the young person supporting their transition into education/training/employment
- To coordinate and maintain effective systems for tracking and monitoring the progress and attainment of the care leavers with their education / training / employment and support positive onward destination using the necessary systems
- To supervise the EET Support Officers and Apprentices within the service
- To develop and update annual reports/action plans
- To lead on developing positive working partnerships with internal and external agencies to support positive access to EET opportunities
- Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behaviour in order to promote young person's self-

control and independence to ensure good behaviour and respect for others is maintained.

- Use detailed knowledge and specialist skills to support young person's learning/training/employment, establishing productive working relationships, promoting inclusion and working to support young person consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure positive outcomes are achieved for all young people.
- 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.
- Contribute to the overall work/aims of the Care Leavers 18+ Service and Virtual School Kent in liaison with the host education/training/employment setting, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of young person.
- 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: Senior Support Officer - Education, Employment and Training (EET)

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">• Have qualifications in Maths/numeracy and English/literacy equivalent to at least NVQ2• Level 3 qualification in a related subject
EXPERIENCE	<ul style="list-style-type: none">• Successful relevant experience of working with Children in Care or Care Leavers of relevant age within a learning environment• Experience of multi-agency working and development of positive partnerships to support vulnerable young people• Experience of leading a project or team
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 young people• Must have excellent communications skills in order to build rapport with adults and young people, both verbally and in writing• Must have ability to critically evaluate own performance
KNOWLEDGE	<ul style="list-style-type: none">• Have a good understanding of education, training or employment opportunities for the cohort• Full working knowledge of relevant policies, codes of practice and legislation plus working knowledge and experience of implementing relevant learning programmes• Good understanding of young people development with the ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
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> <ul style="list-style-type: none">• 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
--	--