

<b>Directorate:</b>	Children, Young People and Education
<b>Unit/Section:</b>	Virtual School Kent
<b>Grade:</b>	KR6
<b>Responsible to:</b>	Transition Lead

**Purpose of the Job:**

The primary focus of the post will be to work under the professional direction of the Transition Lead as part of the professional team to support learning and training activities for young people in KS4/5. The post will work in collaboration with all key professionals to ensure the young person is informed of post 16 opportunities and supported in accessing them, along with monitoring progression and attendance.

**Main duties and responsibilities:**

1. To support the young person in identifying opportunities in the post 16 sector in relation to employment, training and education.
2. To work in collaboration with post 16 providers (including Work Based Learning) to ensure the young person is engaging, achieving and progressing.
3. Monitor and evaluate young person responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives, providing feedback and reports to providers in order to provide evidence of the range and level of progress and attainment.
4. Support the role of carers and lodgings providers in supporting students' learning to ensure students achieve their best results. Support the participation of the Post 16 Personal Education Plan and other review meetings.
5. Act as a role model and establish clear framework for discipline in line with established policies, anticipate and manage behavior in order to promote students' self control and independence to ensure good behavior and respect for others is maintained.
6. Use detailed knowledge and specialist skills supporting student learning, delivering ESOL provision within the community, establishing productive working relationships, promoting inclusion, and working to support students consistently whilst recognising and responding to individual needs. This will ensure equality of opportunity and ensure learning outcomes are achieved for all students.
7. 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.

8. Contribute to the overall work/aims of the Virtual School and, establish constructive relationships and communicate with other agencies/professionals, in order to support the achievement and progress of students
9. 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: Virtual School Kent Education Support Officer

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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 UASC young people within a learning/training environment.</li><li>• Have an understanding of the Post 16 sector.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><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 students.</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>• 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> <ul style="list-style-type: none"><li>• <b>We are brave. We do the right thing, we accept and offer challenge</b></li><li>• <b>We are curious to innovate and improve</b></li></ul>

	<ul style="list-style-type: none"><li>• We are compassionate, understanding and respectful to all</li><li>• We are strong together by sharing knowledge</li><li>• We are all responsible for the difference we make</li></ul>
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