

Warwickshire Virtual School Post 16 Education Officer

As Post 16 Education Officer you will

- Uphold the standards expected of Warwickshire County Council employees
- Have term time plus two weeks as your working pattern
- Have an office base in Warwick town centre but work remotely most of the time
- Receive full training
- Maintain accurate records

Contract overview

The expected starting salary is Scale G point 11. Warwickshire term dates for schools or for colleges can be followed, ensuring 41 weeks are worked. The 10 working days outside of the term dates are flexible and to be agreed.

Working arrangements

The Virtual School team has a base in an open plan office in Warwick town centre. Remote working, with the option to book desks at specified locations, will be usual practice. Attendance at onsite meetings at the request of the Virtual School Head is required but infrequent. Visits to providers or to attend professionals' meetings will involve travel across Warwickshire and beyond.

A basic 37-hour week spread across 5 days is the norm, but flexibility to incorporate travel or training may be needed.

Job role

As Post 16 Education Officer you will be responsible for overseeing a caseload of Y12 and Y13 students. You will monitor and quality assure termly PEP reviews for each student, maintain regular contact with their education settings, attend and lead meetings where Virtual School contribution is required. This could involve problem solving to promote engagement with EET and seeking solutions to promote better SEMH as well as academic attainment and progress, leading to increased participation in EET between the ages of 19 and 21.

Liaising with professionals working with CLA (Children Looked After) and CPLA (Children Previously Looked After) is part of the daily duties. You will work with other Virtual Schools, social workers, SEND professionals, Careers Officers, EPs and others, advocating for the children on your caseload and for those belonging to colleagues.

You will work with colleagues to plan and deliver training to providers, social workers, parents and carers as required. You will develop the knowledge and

understanding to identify best practice and help to move practice forward, based on what works for CLA/CPLA and what works for providers.

Understanding childhood trauma and attachment and how to use this to best effect in education settings is key to being successful in this role.

Monitoring and interpreting data, such as attainment and progress data, ensures that Virtual School knowledge and resources are deployed effectively. You will contribute to the ongoing evaluation and development of the Virtual School and the County Council Education Strategy.

At all times you will be a model employee, upholding Virtual School ethos and philosophy as well as adhering to Warwickshire County Council expectations.

You will need to be able to be independent and flexible whilst being a supportive and proactive team member.