

**APPLICATION FOR EMPLOYMENT**

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk) or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT,** marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

**Education Support Worker - Adoption**

**Vacancy ID: 010162**

Salary: £25,009.21 - £27,451.86 Annually

Closing Date: 30-06-19

**Benefits & Grade**

Grade J

**Contract Details**

Temporary for 12 months, Term Time Only (42 weeks)

**Contract Hours**

37 hours per week

**Interview Date**

23-07-19

**Job Description**

Adoption Tees Valley is the RAA, covering the 5 Tees Valley LA areas, now undertaking all adoption work for this area. The service has significantly stepped up the adoption support offer, and has worked closely with schools, and the Virtual Schools across Tees Valley Children’s Services.

We are now able to offer an exciting new post to be based in the adoption team, with a dedicated and specific focus on supporting adopted children and their families, to access education support services, and assisting schools and education providers in meeting the needs of these children, including access to pupil premium.

We are seeking applications from suitably qualified, and/or experienced professionals with a clear knowledge and understanding around children’s learning needs, and adoption/looked after children.

The post is full time/37 hours per week, for 42 weeks per year. The successful candidate will work from ATV Centre in Stockton, and will receive support, supervision and training to enable you to operate effectively within the role. ATV is a busy adoption service, now managing a high volume of cases, and some flexibility in working hours may be available to meet the needs of the successful candidate and the service.

An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Lynne Cardwell, Team Manager, on 01642 526400.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Adoption Tees Valley ensures that all customers, both internal and external receive a consistently high quality level of service.

|  |  |  |  |
| --- | --- | --- | --- |
| Adoption Tees Valley RGB | | | JOB DESCRIPTION |
| **JOB TITLE: Education Support Worker** | | | |
| **GRADE: J** | | | |
| **REPORTING TO: Team Manager, Adoption Tees Valley** | | | |
| **1.** | **JOB SUMMARY:** To contribute to the delivery of an excellent integrated adoption support service within the Tees Valley region, through working as part of the adoption support team. The role will support individual children and families, and the service, through provision of knowledge, advice, and multi- agency working to ensure that adopted children are fully supported in educational settings. The role will involve direct support to the post adoption allocated worker, and child/family where educational issues are present, and training, advice and support to schools. The role will support wider aims of improving access to Pupil Premium, and regional schools’ awareness of the needs of adopted children. | | |
| **2.** | **MAIN RESPONSIBILITIES AND REQUIREMENTS** | | |
|  | 1. | To contribute to, and work as part of the Adoption Support Team, based in Adoption Tees Valley, with a key objective of improving adopted children’s outcomes, inclusion and emotional wellbeing. | |
|  | 2. | Co-work cases, with team members, where an educational need is present, and requires specific educational knowledge, advice, and action. | |
|  | 3. | Assist schools, and those associated with children’s education, to better understand adopted children’s needs, including the impact of attachment disorder, and early trauma on the child’s brain, and capacity for emotional regulation. | |
|  | 4. | Assisting in delivering of training to adoptive parents, social workers, and schools, in relation to the needs of adopted children, and education based matters. | |
|  | 5. | Advocate for children, and families, in the educational system. | |
|  | 6 | Assist the Virtual School Head, and Virtual School with their duties and responsibilities to adopted children. | |
|  | 7 | Establish a core service “offer” to adopted children and families, in relation to educational support, focussing on key transitions stages. | |
|  | 8 | Maintain data in relation to the regional and national key priorities and outcomes measures for adopted children, in relation to education matters. | |
|  | 9 | Maintain records of involvement with individual children and adoptive parents, on the ATV electronic data base. | |
|  | 10 | Be the key link where a child is placed some distance from Teesside, and is within 3 years post adoption order, and where there are education issues | |
|  | 11 | Promote, work with, and support VAA funded programmes to help schools meet the needs of adopted children | |
|  | 12 | Support gathering an evidence base for best practice in education related issues. | |
|  | 13 | To work with partner agencies and Tees Valley Local Authorities | |
|  | 14 | To attend children’s life appreciation events, where applicable. | |
|  | 15 | To work flexible hours which may include occasional evening and weekends. | |
|  | 16 | Carry out appropriate duties which may be required by the Team Manager and are appropriate to the grade and post. | |
|  | 17 | To enhance the image of Adoption Tees Valley as a whole by promoting awareness of services and displaying the highest standard of professional conduct at all times. | |
|  | 18 | To enhance Adoption Tees Valley’s image within the Tees Valley Local Authorities by promoting awareness of services and achievements and encourage greater participation. | |
|  | 19 | Adoption Tees Valley is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post. | |
|  | 20 | The post holder is required to have undertaken a Disclosure and Barring Service check at the appropriate level and continued employment in the role is subject to such a check being satisfactory. A further check will be required to be undertaken every three years. The post holder must notify the Service Manager if he/she received a caution or is convicted of a criminal offence during the course of employment. | |
|  | 21 | To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Adoption Tees Valley | |
| **3.** | **GENERAL** | | |
| **Job Evaluation -** This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council. | | | |
| **Other Duties -** The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder. | | | |
| **Workforce Culture and supporting behaviours and Code of Conduct –** The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.  **Shaping a Brighter Future –** The post holder will embrace the Council’s “Shaping a Brighter Future” programme.  **Personal Development** –As defined by the Council’s Culture Statement, all employees will take responsibility for their own development  **Customer Services –** The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Adoption Tees Valley.  **Policies and Procedures –** The post holder is required to adhere to all Council Policies and Procedures. | | | |
| **Health and Safety –** The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.  **Safeguarding –** All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work. | | | |

**Job Description dated May 2019**

 **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| Job Title/Grade | Education Support Worker | Grade J |
| Service Area | Adoption Tees Valley |  |
| Post Ref: | POS006972 | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **ESSENTIAL** | **DESIRABLE** | **MEANS OF ASSESSMENT** |
| Qualifications | Education to degree level, or equivalent, in an education based discipline or the equivalent level of knowledge gained from demonstrable direct work experience | Degree in teaching or related subject, where children’s learning and development is studied.  Evidence of continuous professional and personal development, in the field of children’s learning and care. | Application form, interview, certificates |
| Knowledge and Skills | Demonstrated recent experience working with adopted children and parents or carers.  Experience of working in an education based setting, or role.  Understanding of child development, and educational/learning needs.  Detailed knowledge, and understanding of the Statutory Guidance: promoting the education of looked after and previously looked after children, 2016.  Detailed knowledge and understanding of The Children and Families Act 2014, and the SEND code of practice, 2015.  Ability to research academic and statutory publications, to develop a contemporary approach to adoption practice.  Ability to utilise practice based information, to develop learning and understanding within the service, and wider Tees Valley.  Excellent communication skills, written and oral.  Skills in collaborating with and influencing professionals, including capacity to challenge where appropriate.  Skills in advocacy.  Skills in managing and maintaining positive professional relationships, including through challenge, to promote and achieve best outcomes for children.  Ability to work with others in a one to one situation or in groups.  Knowledge and understanding of child protection procedures.  Ability to work as part of a team.  Ability to maintain accurate records in electronic systems.  Ability to carry out pieces of work as part of an intervention plan which includes giving practical advice and support to adoptive parents | Sound awareness of the Adoption Act 2002, and Adoption Support Services Regulations 2005.  Good knowledge of Children’s Services, and statutory provision for looked after children, and adopted children.  Knowledge of attachment, and attachment disorders, impact of trauma and loss on children’s development.  Experience of delivering training to groups of professionals.  Significant experience of adoption. | Application / Interview |
| Specific behaviours relevant to the post | Ability to work flexibly.  Ability to work in challenging environment  Ability to work on a one to one basis, as well as a team.  Confident.  Approachable.  Use of initiative.  Positive and enthusiastic approach.  Strong interpersonal and networking |  | Application / Interview  Presentation |
| Other requirements | Ability to travel independently Ability and willingness to work flexibly as necessary outside of office hours |  |  |

**Person Specification dated May 2019**