



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 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.

Educational Achievement Support Worker

Vacancy ID: 010570

Salary: £26,999 - £29,636 Annually

Closing Date: 23/10/2019

Benefits & Grade

Grade J

Contract Details

Temporary for 12 months in the first instance

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an Enhanced DBS check

Interview Date

06/11/2019

Job Description

The Virtual School for Children in Our Care (CYPIOC) and Previously in Care would like to appoint a full time Educational Achievement Support Worker to work within the Virtual School.

The person appointed would work as part of the Virtual School Team to champion the needs of CYPIOC and previously in care and provide support to educational settings, children and young people, parent/carers and other stakeholders.

This is an exciting opportunity for a person who would like to work as part of an innovative team, and importantly, work passionately to support children and young people within the Virtual School.

For detailed information on this role, please refer to the Job Description and Person Specification.


An online application form and further information is available from 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 Linda Russell-Bond / Janet Wilson, Virtual School Head, on 01642 527677.

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

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: Virtual School	
JOB TITLE: Educational Achievement Support Worker			
GRADE: J			
REPORTING TO: Virtual School Headteacher			
1.	JOB SUMMARY: To work within the Virtual School to raise educational outcomes for children and young people in our care by providing advice and support to looked after children, their carers and social workers on educational issues.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	To work closely with, and to provide advice and support to, social workers and carers on educational issues for CYPIOC.	
	2.	To manage a caseload of CYPIOC with educational problems alongside the young person's allocated social worker.	
	3.	To lead on developing the Personal Education Plan process for CYPIOC.	
	4.	To establish close working relationships with schools, LA services and other Local Education Authorities.	
	5.	To liaise with education support staff from independent fostering agencies.	
	6.	To liaise with schools over issues including school admissions, transfers, attendance, behaviour exclusions and special educational needs for CYPIOC.	
	7.	To closely monitor the educational progress of CYPIOC, particularly those placed in other LEA schools and to proactively intervene where necessary.	
	8.	To work closely with the other members of the EAT, in particular with the Education Welfare Office for LAC.	

	9.	To provide support for CYPIOC taking part in enrichment programmes.
	10.	To negotiate packages of alternative education and to support the participation of CYPIOC in these packages.
	11.	To assist in the gathering of data for statistical information for statutory returns and termly tracking.
	12.	To ensure that all work carried out is in a child centred comprehensive and competent manner.

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 Stockton on Tees Borough Council.

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.



PERSON SPECIFICATION

Job Title/Grade	Educational Achievement Support Worker	Grade J
Directorate / Service Area	Children's Services	Virtual School
Post Ref:	POS008243	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> Recognised Social Work Qualification, e.g., DipSW, Degree in Social Work, CSS, CQSW or equivalent or educated to degree level or evidence of work-based training or other relevant qualification 		Application form
Experience	<ul style="list-style-type: none"> Experience of working directly with young people in the looked after system Experience of working within a multi-agency/multi-disciplinary setting Experience of working with parents, carers and social workers Experience of understanding the schools' obligations to children and young people in the looked after system 		Application / Interview

Knowledge & Skills	<ul style="list-style-type: none"> • Practical knowledge of relevant legislation and guidance for the education of looked after children • Practical knowledge of educational procedures relating to Special Educational Needs, school exclusions, attendance and school admissions • Understanding of school data relating to performance of individual pupils • Able to enter, extract, summarise, analyse and evaluate information from a variety of sources, dealing with sensitive information appropriately • Able to prioritise tasks and manage workload and to work to tight timescales • Able to contribute to, and work within, a supportive team environment • Able to liaise effectively and constructively with colleagues, agencies and professionals 	<ul style="list-style-type: none"> • Knowledge of child protection procedures • Knowledge of LAC procedures • Knowledge of internal school systems 	Application / Interview
Specific behaviours relevant to the post	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement • Self-motivated, highly organised and passionate about supporting the needs of looked after children • Ability to act as a strong advocate for looked after children • Ability to think creatively and resolve problems • Willingness to undertake further training as required, with a positive approach to self-development • Organisational skills and the ability to work to tight timescales whilst being detail conscious • Evidence of good written and verbal communication skills 		Application / Interview

Other requirements	<ul style="list-style-type: none">• Possession of a full current driving licence• Enhanced DBS Check		
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Person Specification dated October 2019

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m. on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

Job Sharing

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

Payment of Salaries

Salaries are paid monthly on the last working day of the month. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is

the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.