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| Job title | PEP and Systems Co-ordinator |
| Strategic team | Children’s Services |
| Service | Education, Learning and Skills |
| Business unit | Virtual School |
| Responsible to (day to day issues) | Inclusion Support and Attachment Lead Officer – Virtual School |
| Accountable to (line manager) | Headteacher – Virtual School |
| Salary grade (spinal column points only) | Grade F |
| JE ref | JCT27 |

# 1. Key purpose of job

* Champion the education of cared for children and/or care experienced young people, actively supporting them in reaching their educational potential and aspirations.
* Set up effective Personal Education Plan (PEP) monitoring, tracking and quality assurance systems to enable robust oversight and evaluation
* Support the development of the Torbay Virtual School, especially in regard to PEP phase developments, e.g. early years and post-16.
* Support the delivery of training and development programmes for a range of key professionals, especially in regard to PEP compliance, completion and quality.
* Maintaining all system registers and electronic case files confidentially to agreed quality standards and security in line with the Data Protection Act.
* First point of contact for enquiries and responsible for general administration to support the work of the Virtual School team, in consultation with the Lead Officer.

# 2. Anticipated outcomes of post

* All cared for children and care experienced young people have a termly PEP.
* All PEPS are quality assured as at least Good.
* New cared for children have a PEP within 10 days of entering care.
* All Designated Teachers understand their responsibilities in PEP quality and completion.
* All Social Workers understand their responsibilities in PEP quality and completion as an integral part of care planning.
* All systems are maintained to ensure accuracy.

# 3. List key duties and accountabilities of the post

* Responsible for safeguarding and promoting the welfare of children at all times.
* Make sure that all Personal Education Plans (PEPs) are completed within timescales and are of good quality through close liaison with the Early Years’ Service, Independent Reviewing Officers (IROs), Social Work teams, schools, colleges and education settings.
* Arrange all initial PEP meetings for new children in care, ensuring initial PEP compliance is improved and sustained through regular reporting and liaison with key stakeholders. Ensuring all PEPs are completed, accurate and of good quality.
* Set up robust quality assurance systems and processes to cover all PEPs 4-18 and undertake close liaison with the Virtual School Headteacher to ensure effective tie up with Pupil Premium Plus spending and PEP targets.
* Undertake effective analysis and reporting of PEP completion rates and the implications for Cared for Children and produce ongoing/termly evaluations. Produce analysis and data findings to inform regular reporting and for sharing with other services/managers and to inform training.
* Undertake all PEP correspondence with schools and settings, social care, foster carers and other partners and all related PEP admin.
* Ability to communicate, influence, persuade, motivate and engage with a wide range of professionals, both verbally and in writing ensuring others understand and comply with the statutory guidance.
* Develop ways of sharing good practice e.g. work with a core group of Designated Teachers – primary, secondary, special, post-16 – and Social Workers to enhance PEP delivery/quality, collaborating with external provider.
* Complete regular analysis of numbers of Cared for Children attending PEPs and of those completing pupil view pages, ensuring that student voice is collated to shape their PEP meetings and documentation and influence service delivery and improve practice of all concerned – including social care and schools and settings.
* Maintain up-to-date knowledge, skills and understanding relating to national/local legislation and guidance, initiatives and good practice strategies related to the role. Initiate and implement any required changes to team practices arising from this in discussion with Lead Officer.
* Ensure that all duties and responsibilities are carried out in accordance with Council policies and procedures and undertaking any other duties as directed and commensurate with the level of the post.
* General responsibilities:
  + Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
  + Be aware of and support difference and ensure equal opportunities for all.
  + Contribute to the overall ethos/work/aims of the school and the Local Authority corporate values.
  + Establish constructive relationships and communicate with other agencies and professionals.
  + Attend and participate in regular meetings.
  + Participate in training and other learning activities and performance development as required.
  + Recognise own strengths and areas of expertise and use these to advise and support others.
  + In order to deliver the service effectively, a degree of flexibility will be needed and the postholder may be required to perform other reasonable duties not specifically referred to above, falling with the general scope of the post at the appropriate grade.

# 4. Budgetary / Financial Responsibilities of the post

None.

# 5. Supervision / Line Management Responsibilities of the post

Whilst there is no direct line management responsibility, the post holder will be viewed as a source of expertise in relation to PEP completion to whom colleagues may refer for training, advice and guidance.

# 6. Working environment and conditions of the post

Normal working environment and conditions.

# 7. Physical demands of the post

Normal physical effort.

# 8. Specific resources used by the post

General office and ICT equipment.

# 9. Key contacts and relationships

**External**

Children and young people; designated teachers and other education professionals in Torbay and outside of Torbay; further education and training providers.

**Internal**

Social workers; education professionals in the Special Educational Needs and Vulnerable Pupils teams; Virtual School Headteacher and colleagues; other local authority colleagues providing support to children and young people.

# 10. Other duties

To undertake additional duties as required, commensurate with the level of the job.

# Other Information

* All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
* The Council operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Council's buildings (including Council owned and Council leased buildings, but excluding designated areas in residential schemes), enclosed spaces within the curtilage of buildings, and Council vehicles. The Council does not permit smoking breaks within work time, however, in services where the flexi-scheme is in operation, employees may take reasonable break times outside of core hours, in accordance with flexi-time arrangements. Employees should follow the flexi-scheme procedure for agreeing time away from their duties in the normal manner with their immediate colleagues and line manager, with break start and finish times being recorded, as with any other break-time arrangement.
* The post-holder is expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.
* The post-holder must comply with the Council’s Health and Safety requirements as outlined in the H&S policy appropriate to the role.
* This post is based Electric House, Torquay, but the post holder may be required to move their base to any other location within the Council at a future date.
* The post-holder must be committed to the Council’s Core Values for employees – “Torbay Council employees are committed to being forward thinking, people orientated and adaptable - always with integrity”. Evidence will be sought during the probation and appraisal processes.
* If you are required to use your own vehicle on Council business or drive a council vehicle you will be asked to provide information on any driving endorsements by accessing [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) and providing a code to your Line Manager in order to share your driving licence information with the Council.
* As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to a criminal record check (Disclosure) from the Disclosure & Barring Service before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether “spent” or “unspent”. Criminal convictions will only be taken into account when they are relevant to the post.
* Torbay Council is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo the checks appropriate to the post applied for.
* The post holder is expected to work in a way that ensures vulnerable children and adults are safeguarded and report any safeguarding concerns in accordance with established policies and procedures.
* As this post meets the requirements of the Immigration Act 2017 (part 7) the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post.

# Person Specification

## Note for Candidate

### All Candidates

The supporting statement on your application form will be used to assess ability to meet the essential requirements of the role, so you should explain how you meet each of the numbered essential requirements within your supporting statement.

In a competitive situation, the desirable criteria may be taken into consideration, so you are encouraged to show how you also meet each of the desirable criteria.

### Candidates who consider that they have a disability

Reasonable adjustments will be made to the job, job requirements or recruitment process for candidates with a disability.

If you consider yourself to have a disability you should indicate this on your application form, providing any information you would like us to take into account with regard to your disability in order to offer a fair selection interview.

Where ever possible and reasonable we will make adjustments and offer alternatives to help you through the application and selection process.

If you have indicated that you have a disability on your application form you will be guaranteed an interview if you clearly demonstrate in your supporting evidence how you broadly meet the essential requirements of the role.

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## Skills and effectiveness

### Essential skills and effectiveness

* Able to communicate effectively with service users and professionals face to face and virtually, to ensure understanding, engagement and effective sharing and management of information.
* Able to make significant decisions on complex matters which impact on outcomes for children by obtaining and analysing relevant information, involving all relevant parties, drawing informed conclusions and making effective judgements based on outcomes and risk.
* Ability to prioritise tasks and manage time effectively to ensure duties are undertaken rigorously, consistently and effectively to agreed standards and deadlines throughout the year
* Proven problem solving skills including the ability to deal with emotional and challenging situations and bring about resolutions that meet the needs of all parties and deliver appropriate outcomes. The post holder whilst working with each educational establishment’s policies will need to ensure our cohort are not disadvantaged by a ‘one size fits all’ approach. Some of these matters are likely to be complex and contentious with parties involved all having a vested interest. The post holder will need to act as a ‘Champion’ of the young person but ensure a consistent, objective and best interest for all outcome is reached.
* Competent in the use of ICT sufficient to produce a range of documents, data and reports and maintain data systems effectively.
* Ability to deal sensitively with people, take a solution-focused approach and deal with conflict with good emotional resilience. This will include a creativity to each individual issue such as non-engagement in education. The post holder will need to have a high degree of creativity to have a solution focussed approach based on the individual needs of the young person such as unmet attachment needs, anxiety or school refusal for example.
* Ability to work effectively both independently and as a team member.
* Excellent literacy skills in producing succinct and effective documentation.
* Organisational skills sufficient to ensure information data compliance, effective performance monitoring and evaluation of outcomes.
* Ability to identify areas for development and improvement within the role and the wider team and work collaboratively to progress these.
* Effective numeracy skills sufficient to analysis and manipulate statistical data and produce reports.
* As this post meets the requirements of the Immigration Act 2016 (part 7), the ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for the post

### Desirable skills and effectiveness

* Mediation and/or coaching skills.

## Knowledge

### Essential knowledge

* Detailed knowledge of the practice and procedure of securing good educational outcomes for cared for/care experienced young people by narrowing the attainment gap between them and their peers not in the care system.
* Detailed knowledge and understanding of processes within Children’s Services regarding Cared For and Care Experienced Young People and the importance of the PEP process and its quality being captured within the statutory timescales for Care Plans and Pathway Plans.
* Thorough knowledge of the current educational landscape both locally and nationally for Early Years, KS1-4 and post-16, including types and levels of qualifications.
* Up to date knowledge of the DfE statutory guidance ‘Keeping children safe in Education’.
* Excellent working knowledge of IT software including Microsoft Office (Word, Excel, Outlook) and Internet Explorer, sufficient to produce and maintain comprehensive records, documents and reports.
* An understanding of how Personal Education Plans are devised, recorded and monitored.
* An understanding of the needs of young people within the care system and how this may impact on their education, training and employment.

### Desirable knowledge

* Knowledge and understanding of the impact of trauma on learning
* Knowledge of electronic PEP systems
* Knowledge of the Children Act 2004 especially the section relating to the care and supervision of children and young people.
* Knowledge of software such as SIMS and PARIS
* Knowledge of Council financial systems such as FIMS
* Knowledge of Local Government policies and procedures as well as a working knowledge/understanding of current Children’s Services

## Experience and achievements

### Essential experience and achievements

* Experience of working with a wide range of professionals to support and challenge their practice in order to improve outcomes for Cared For and Care Experienced Young People.
* Experience of applying an evidenced informed practice approach.
* Experience of working in a fast paced, changing environment, and making robust evidenced informed decisions.
* Experience in working in a multi-agency setting.
* Experience of Early Years/school/FE systems and procedures
* Experience of delivering training to individuals and/or groups.

### Desirable experience and achievements

* Experience of delivering training on Personal Education Plans.
* Experience of working in an educational setting.

## Qualifications/professional memberships

### Essential qualifications/professional memberships

* Educated to A Level standard or equivalent
* GCSE (level 2) or equivalent in Maths and English

### Desirable qualifications/professional memberships

* Degree
* Teaching qualification

## Essential – Other requirements of the job role

* Demonstrates a commitment to safeguard and promote the welfare of children and young people
* Ability to carry out the physical requirements of the role (i.e. manual handling)
* Ability to travel efficiently around the Bay/South West/UK in order to carry out duties
* Ability to accommodate occasional home-working and/or agile working as required.