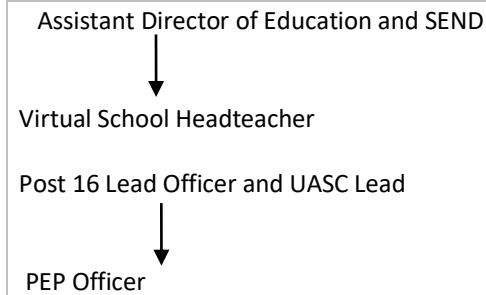
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			712576
Job Title	PEP Officer		
Service	Children’s Services	Team	Education and SEND
Location	Shute End/Hybrid work		
Reports to	Deputy Head Teacher of the Virtual School		
Grade:	Type of position:	Hours per Week:	
NL 30	Term time only (40 weeks). Permanent.	37 hours a week	
This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.			
<u>Service Purpose</u>			
Wokingham Virtual School works closely with Social Care and Schools to champion the education of all Care Experienced children and young people. The Virtual School is established to support the delivery of successful learning and achievement outcomes and positive educational experiences for all children and young people (C+YP) on roll, including Children in Care, Care Leavers and Previously Looked After Children. The Virtual School also manages the distribution, spend and impact of the Pupil Premium Plus grant to reduce the gap in attainment. The Virtual School provides advice, guidance, challenge and support for all stakeholders around the education of Children in Care, as well as providing training for Designated Teachers, Social Workers and Foster Carers.			
<u>General Description of the job</u>			
To contribute to the educational offer for asylum seeking children and young people and to support a full range of Children We Care For. To work in partnership with partners to secure education both in Wokingham and in local authorities where young people are placed.			
The Personal Education Plan (PEP) is the key document used to monitor the education of our Children in Care including young people with SEND. As well as completing the PEPs for all children including those with English as an Additional Language, The PEP Officer’s responsibility will be to advocate and provide support for Social Workers, Designated Teachers, and other partners, around the completion of PEPs.			
The Virtual School PEP Officer will monitor exclusions of children and young people in care, supporting or challenging schools, FE Colleges and residential settings and ensuring appropriate provision is in place. managers, professionals and partners to remove barriers to education. They will ensure young people’s views are listened to and participate in opportunities for care experienced young people and to contribute to the planning and delivery of services.			

Organisation Chart



Main Accountabilities of the post

To lead on PEPs for children we Care For, including unaccompanied asylum seeking children and to liaise with all professionals to improve outcomes.

To have a caseload of statutory age and Post 16 young people.

Assist the transition from secondary school to Post 16 by supporting students in year 11 to ensure they have suitable destinations in year 12.

Contribution to wider corporate parenting strategic strategy around reducing NEET figures for 16 & 17 year olds.

To ensure all professionals engage in the education offer for young people.

To identify appropriate use of the PP+ and Post 16 Pupil Premium Plus funding to support academic and outcomes for young people.

Supporting young people who have had challenging and/or traumatic backgrounds to achieve the best outcomes

Knowledge and understanding of key issues affecting children in care including trauma and adverse childhood experiences.

Be aspirational for the educational attainment, outcomes and experiences for all children and young people (C+YP) in the care of the LA whether placed in or out of borough, thereby contributing to their positive learning outcomes and destinations.

- | | |
|---|---|
| 1 | Responsible for monitoring and improving attendance, attainment and reducing exclusions through attending personal education plans, to narrow the gap in attainment and improve outcomes for looked after children wherever they receive their education. |
| 2 | Use attendance data to identify looked after children at risk of persistent absence, and undertake appropriate casework action to improve their attendance and remove barriers to learning |
| 4 | Influence school leaders and other professionals to progress individual cases to remove barriers to access to education. Be responsible for managing complex cases working closely with the Virtual School Deputy Head and Headteacher to reduce exclusion, raise attendance and reduce the number of Children we Care For , missing education. |
| 5 | Support the Virtual Head and Deputy Headteacher in driving forward cultural, workforce and other changes necessary to ensure services cohere around children and secure improved outcomes. |
| 6 | Contribute to the training of other professionals and sharing good practice to raise the profile of Children we Care For and understand their needs and issues around education. |

Additional Corporate Responsibilities

- | | |
|---|---|
| 1 | High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council's ongoing success |
|---|---|

2	Values Profile: To follow the principles set out in the <u>Employee Values Profile</u>
3	Health and Safety: Take reasonable care of the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.
4	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.
5	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.
6	Special Factors: <i>The ability to travel both in and out of Borough to attend PEP including Annual Reviews.</i>
Scope	
Resources	
DBS Check required	YES Enhanced (Childrens)

<u>Person Specification</u>		
Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.		
Qualifications	Essential	Desirable
Qualified Teacher Status		x
UK Driving Licence	x	
Technical Skills	Essential	Desirable
IT Literate and experience of Microsoft Office	x	
Data analysis	x	
Knowledge	Essential	Desirable
A sound understanding of Children's Social Care, Children we Care for, including those children with additional needs.		x
A sound understanding and knowledge of legislation, regulations and guidance that relates to education, attendance and exclusion and how it relates to Children we Care for.		x

An understanding of attainment and progress measures across different age ranges and Key Stages and Post 16	X	
Experience	Essential	Desirable
Experience of interagency working, to support vulnerable children or young people in an education setting		x
Work in a school, or college setting.	x	