

# **CROYDON COUNCIL**

## **ROLE PROFILE AND PERSON SPECIFICATION**

**DEPARTMENT:** Children Families and Education

**DIVISION:** Education and Youth Engagement

**JOB TITLE:** **Advisory Teacher for CLA Outcomes**

## ROLE PROFILE

<b>Job Title:</b>	Advisory Teacher for CLA Outcomes
<b>Department:</b>	Children Families and Education
<b>Division:</b>	Education and Youth Engagement
<b>Grade:</b>	Grade 10
<b>Hours (per week):</b>	36
<b>Reports to:</b>	Senior Lead – Virtual School
<b>Responsible for:</b>	No direct reports
<b>Role Purpose and Role Dimensions:</b>	<p>As a member of the Education and Youth Engagement team you will be responsible for providing effective and efficient casework to children looked after in order to narrow the attainment gap.</p> <p>Work with schools to ensure good educational provision for Children Looked After (CLA).</p> <p>To provide educational casework for CLA with clear education targets to improve progress and attainment.</p> <p>To ensure that there are SMART educational targets in the Personal Education Plan.</p> <p>To act as a learning mentor for targeted children and young people within the service.</p>
<b>Commitment to Diversity:</b>	The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.
<b>Key External Contacts:</b>	Other local authorities (including schools and virtual schools) other health agencies Voluntary and independent sector providers (e.g. fostering agencies)

Foster carers / residential staff  
Courts  
Home Office and UK Border Agency

**Key Internal Contacts:** Children, Families & Education Department and support teams  
Other key council departments  
Croydon schools and setting  
NHS Croydon

**Financial Dimensions:** Review the resource allocation available for schools and monitor the impact of that resource on pupils' attainment and achievement within your caseload.

**Key Areas for Decision Making:**

**Other Considerations:** Ability to drive or to travel in a time efficient way around the Borough.

**Is a satisfactory disclosure and barring check required?**  
([click here for guidance on DBS](#))

Enhanced DBS check

**What level of check is required?**

**Is the post politically restricted**  
([Click here for guidance on political restriction](#))

No

**Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974**  
([Click here for guidance on ROA](#))

Yes

**Key Accountabilities and Result Areas:**

Raise awareness and understanding of CLA,

**Key Elements:**

This will involve:

**and support schools and settings with developing capacity and addressing challenges through specific raising achievement projects**

- Providing educational casework role for identified CLA to ensure they are provided with appropriate input, support and intervention in order to fulfil their potential.
- To directly provide learning mentoring to targeted CLA who are at risk of underachievement in order to remove barriers to learning by raising self-esteem and improving achievement, engagement and attendance at school.
- Providing schools and other professionals with guidance, training and support on meeting the needs of CLA.
- To coordinate and lead on specific projects which promote and support the educational and learning needs of CLA.

**Assist schools with the analysis of data in order to support early identification of underperforming CLA.**

This will involve:

- To monitor and track pupil progress and attainment closely and to produce reports and reviews as needed on CLA within the service.
- To monitor and track attendance data on identified children and young people looked after, providing timely intervention and support as needed.

**Work with schools to target resources effectively to meet the complex needs of identified pupils or groups of pupils**

This will involve:

- To support, or where appropriate lead the PEP, and to ensure all actions are

followed up in a timely way.

### **Liaise with other agencies as appropriate to support children and young people in their learning**

This will involve:

- Working in a collaborative way and in partnership with all professionals, foster carers and parents to progress plans for CLA.
- Working closely with SEN colleagues, to ensure that children and young people looked after with Statements of Special Educational needs have access to appropriate levels of support to meet their educational needs both in mainstream settings and in alternative provision

### **Confidentiality**

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

### **Data Protection**

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.

- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.
- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

## Equalities and Diversity

## Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

## Person Specification

**Job Title:** Advisory Teacher for CLA Outcomes, Virtual School

**Essential knowledge:**

- Have up-to-date knowledge of, and interest in, current developments in pedagogy related to the achievement of looked after learners.
- Understand how specialist staff and teaching assistants need to be deployed to ensure targeted interventions with underachieving CLA pupils to provide the best supported for them to achieve their potential.
- Excellent knowledge of assessment practice and ability to advise on the setting of suitable learning challenges and targets
- Ability to analyse the demands of the curriculum and recommend strategies that challenge and support CLA across all key stages
- Developing and adapting conventional teaching methods to meet the individual needs of pupils
- Assessing pupils who have long or short term learning difficulties and working with colleagues to identify individual pupils' special needs

**Essential skills and abilities:**

- Ability to work to deadlines
- Provide efficient and effective swift casework
- Knowledge of the features that make schools and classrooms inclusive and ability to identify the barriers that may stop pupils or groups from succeeding
- Excellent interpersonal skills and ability to negotiate with different groups, such teachers, social workers and carers
- Excellent written and oral skills, including ICT and presentation skills
- Ability to coordinate and manage projects and intervention programmes such as specific training initiatives and projects
- Ability to analyse, evaluate and present correct and precise data to a range of audiences

**Essential experience:**

- A first degree or relevant experience and a recognised teacher qualification
- Successful teaching experience in a range of schools
- Experience in working with CLA
- Experience of teaching EAL
- Experience of successfully working with teachers/schools to address underachievement
- Experience of delivering Continuing Professional Development for colleagues.

**Special conditions:**

Able to work flexibly and to plan travel and occasional evening or weekend work to carry out responsibilities associated with service priorities.

