

Post Specification

Date	February 2020
PG Number	7099
Post Title	Positive Engagement Officer - Post 16 CLA and Care Leavers
Job Family	PCD
Job Family Role Profile	PCD8ii
Final Grade	Grade 8

To be read in conjunction with the job family role profile

Service Area description
The post will work between the Children Looked After and Leaving Care team and the Virtual School to enhance and support opportunities and support for our care leavers aged 16-25.
Purpose of this post
· To promote the inclusion and well-being of Key Stage 4 and post-16 children looked after (CLA) and care leavers in Cumbria through to age 25 · To improve the educational outcomes for children looked after and care leavers in Cumbria in order to help them achieve their full potential in post-16 education, employment and training.
Key job specific accountabilities
1. To work alongside young people their carers, allocated workers and partner agencies to encourage and support high expectations in helping children looked after and care leavers to achieve their full potential in post-16 education, employment and training. 2. To be involved with Cumbria's CLA from Key Stage 4 onwards in order to promote the child's educational achievement and career opportunities wherever they live, are educated or seek work. 3. To track and monitor attendance and engagement of CLA and care leavers from Key Stage 4 onwards at schools and colleges and work as part of a team around the young person to prevent NEET. 4. To be responsible for identifying own caseload of care leavers who are in danger of disengaging from education or training, or who have already disengaged and are not in education, employment or training (NEET) and co-ordinating the support needed to help them re-engage. 5. To make initial contact with targeted young people to secure participation in education, employment and training. 6. To work closely with internal and external support agencies including: • the Targeted Information, Advice and Guidance (IAG) Contract Adviser (Inspira); • the designated person for CLA and care leavers in colleges and schools; • the Personal Advisers in Children and Families CLA teams; • other post-16 providers and the local authority apprenticeship manager. 7. To support young people in writing employment, further education and UCAS applications. 8. To organise and attend half-yearly meetings in schools, colleges and other establishments to contribute to young people's post 16 personal education plans (PEPs). 9. To support the transition of CLA from mainstream education to college or employment and higher education, specifically by maintaining regular contact and liaising with CLA following the outcome of exam results. 10. To attend and make positive contributions to termly care leavers' meetings and follow up actions. 11. To maintain regular contact with children's residential homes in the area, advising and working with the children's residential homes Education Co-ordinator.

12. To work collaboratively with colleagues to identify progression opportunities for CLA into education, employment and training.
13. To work collaboratively with colleagues in the Virtual School and Children and Families Services.
14. To maintain an up-to-date knowledge of developments and legislation that relate to CLA; to respond positively to requirements that arise from local or government initiatives and Ofsted developments; and thereby to secure the development of the service.
15. To establish and maintain effective communication with professional colleagues across disciplines and with carers to ensure a coordinated response to the needs of CLA.
16. To participate in the service supervision and appraisal schemes; and to undertake agreed professional development.
17. To undertake such other duties as may be required by the Virtual School Head and CLA Team Manager.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	• None
Staff Management Responsibilities	• None
Other	• None

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ 3/A Level/HNC/HND in a relevant area.
- Experience of working within the last three years in a professional capacity in education/social work with young people aged 15-18.
- Multi agency working.
- Experience of servicing meetings.
- Ability to communicate effectively orally and in writing.
- Current knowledge of developments within post-16 learning.
- Knowledge and understanding of: personal education plans; 16-19 Learning Bursary; admission processes to colleges, sixth form and higher education. Apprenticeships. Children looked after and care leavers
- Working knowledge of Microsoft Office (including Excel, Word, Outlook and PowerPoint).
- Ability to deal sensitively and appropriately with sensitive information and young people who may have suffered trauma.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job working circumstances

Emotional Demands	• Some working with clients from vulnerable groups • Access to background information regarding vulnerable groups
Physical Demands	• Normal
Working Conditions	• Occasionally working with distressed or demanding clients in public reception areas, as well as on the phone.

Other Factors

- Requirement for a significant amount of travel both within and outside the county.