Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Virtual School Learning Mentor: children with a social worker | **Director/Service:** Virtual School Services, Children’s Services | | | **Office Use** |
| **Band:** 7 | **Workplace:** Northumbria House, Cramlington | | | JE ref:  HRMS ref: |
| **Responsible to:** Virtual School (ESLAC) Lead Teacher | **Date:** August 2023 | | **Manager Level:** n/a |
| **Job Purpose:**   1. To work with children with a social worker (cwsw) to gain a good understanding of their perception of barriers to education. 2. To deliver school-based mentoring to small groups of children to improve engagement with learning. 3. To provide information, advice and guidance to schools about what works in education for children with a social worker 4. To support the work of the Virtual School Co-ordinator: children with a social worker 5. To improve understanding of professionals from partner agencies of the educational needs of children with a social worker 6. To contribute to the implementation of a relational and trauma-informed approach across Children’s Services and schools | | | | |
| **Resources:** | | | | |
| Staff | | None | | |
| Finance | | None | | |
| Physical | | None | | |
| Clients | | Children who have and have had a social worker, including cared for children; schools; Children’s Services professionals; senior staff including Service Director and Executive Director | | |
| **Duties and key result areas**:   1. Champion the educational needs of children with a social worker with professionals in schools, the local authority and partner agencies. 2. Make a difference to educational outcomes for small groups of children through the delivery of effective school-based mentoring. 3. To facilitate consultation exercises and create opportunities to listen to what children with a social worker are saying about their education to then share with a wider audience so that action can be taken. 4. To develop a forum for children with a social worker to express their views and to influence their experiences of school. 5. With the Deputy VSH and Virtual School Co-ordinator, contribute to the implementation of a relational and trauma informed approach across Children’s Services and schools. 6. To contribute to Virtual School strategies and policies that promote the education of children with a social worker. 7. To support the work of the ESLAC team (education support for looked after children) 8. To share good practice with schools through the production of lived experience case studies and other resources that can be distributed through the Virtual School SharePoint site. 9. To contribute to working groups that improve outcomes for children with a social worker. 10. To communicate effectively between children with a social worker, Children’s Services, and when appropriate with the Service Director and Executive Director for children’s services. 11. To work with Virtual Schools and partner organisations regionally to develop and implement best practice regarding the education of children with a social worker. 12. To support the Virtual School Co-ordinator to keep the profile of the education of children with a social worker high, and share intelligence gathered from schools to inform future planning. 13. To work with the ESLAC team to deliver relevant training about the education of this group of children. 14. To evolve the role of the Virtual School Learning Mentor: children with a social worker. 15. Contribute to our responsibility for keeping children and young people safe by promoting good safeguarding practice and safe environments in which children and young people can learn 16. To adhere to the rules, procedures and code of conduct of the County Council.   The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| **Work Arrangements** | | | | |
| Physical requirements:  Transport requirements:  Working patterns: | | Activities normally undertaken in a seated position with some walking, bending or stretching and an occasional need to lift or carry.  The post involves frequent travel to locations such schools and children’s homes and the post holder must be able to meet this requirement.  37 hours per week, day work. Flexible working hours may apply provided staff work collaboratively to provide cover for services | | |

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**PERSON SPECIFICATION**

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| **POST:** Virtual School Learning Mentor: children with a social worker | **SERVICE:** |
| **Essential** | **Desirable** |
| GCSE English language grade 5 (C) or above; GCSE mathematics grade 5 (C) or above  Educated to NVQ level 4 or higher in health and social care, social work, education or equivalent  Knowledge of services for children with a social worker and their families  Knowledge of the education needs of cared for children | Relevant qualification in work with children and young people  Knowledge of children’s rights |
| Experience of consulting users of services  Experience of producing information materials and resources for publication to professionals in education and/or social care  Experience of working with children and young people  Experience of working within safeguarding procedures for children and young people | Experience of working within children’s services in a local authority, Health authority or voluntary organisation  Experience in delivering groupwork |
| Ability to engage children  Ability to organise events and meetings  Articulate, skilled communicator, able to relate well in writing and in person to professionals and people at all levels including children and those with communication difficulties  Ability to write clearly for a target audience, translating complex information into an accessible format  Ability to work with young people to support and empower them  Practical, pragmatic approach to problem solving  Positive listening skills  Ability to work on own initiative  Able to relate well to others and work as part of a team  Commitment to the importance of children and young people having a voice | Experience of advocacy work  Ability to think strategically about information needs  Experience of delivering training to staff  Competent IT skills |
| Resilient in supporting young people with emotional and behavioural difficulties  Able to deal calmly with stressful situations and manage these safely  Knowledge of mental and emotional health issues relating to young people.  Knowledge of emotional support networks for people working with vulnerable young people. |  |
| Desire to support young people having their voice heard and do the best they can at school.  Ability to meet the transport requirements of the post; |  |