



Job Description

Position: Education Co-ordinator

Reporting to: Home Manager / Education Manager

Responsible for: N/A

Salary: Depending on age and experience

Job Purpose: To provide an efficient, effective, professional and comprehensive education service. Responsible for ensuring the young people are engaged in education, employment or training

- Formulate Risk assessments specifically for your line of responsibility.
- Work within the policies and procedures established in the home and those of northern**care** education services
- Develop links with education providers to identify suitable education provision for Service Users i.e. work placements, evening classes etc.
- Identify positive outcomes for young people through education.
- Deliver within set hours per week education to young people i.e. AQA Awards, ASDAN CoPE etc.
- Develop links with young people's local authority to look at availability of local facilities i.e. Youth groups to support individual needs
- Devise and ensure programmes of work and Development Plans are in place for all Service users.
- Ensure effective delivery, and staff awareness of individual care planning for young people
- Participate in all education meetings and reviews, as and when required
- Take the lead in ensuring that the home delivers an effective 24hour curriculum
- Ensure that the home functions in such a manner that both staff and young people are responsive and supportive of differing cultures, identity and beliefs
- Work within the code of confidentiality and ensure that records in the home are stored in a manner which is compliant with regulations

- Keep full and comprehensive records of all educational activities and meeting for each individual young person
- Undertake and participate in any training programmes which are relevant to the job role
- Promote and actively encourage the professional development of staff, especially in the field of education
- Ensure staff are aware of and deliver the support required to ensure the life chance opportunities of the young people for their social, educational, leisure, emotional, physical, and cultural needs are met
- At all times promote and ensure anti discriminatory practice
- Produce, co-ordinate and edit educational reports
- Work as part of a multi-disciplinary team
- Promote and actively encourage the delivery of a safe, structured and nurturing environment
- Safeguard and protect the welfare of the young people

The post holder may be reasonably, expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities requirements at all times.

General Statement

The above duties and responsibilities do not include or define all tasks that may be required by the postholder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Health & Safety at Work

The Health and Safety at Work Act stipulates that it is the responsibility of every employee to observe all rules governing health and safety and such safety equipment as provided must be used.

Equal Opportunities

northerncare is an Equal Opportunities Employer and has equal opportunities policies with which you are expected to comply at all times. **northern**care condemns all forms of harassment and is actively seeking to promote a workplace where employees are treated with dignity, respect and without bias.

Person Specification Education Coordinator

Applicants for this post should demonstrate how they meet each of the following criteria in their written application form. I

The successful applicant will need:

Skills	E/D	Method of Assessment
<ul style="list-style-type: none"> Confidence and ability to relate to different people and at different levels of authority within the workforce, including children and young people. 	E	I
<ul style="list-style-type: none"> Negotiation skills and the ability to work with people from a wide range of backgrounds to deliver results 	E	A
<ul style="list-style-type: none"> Well-developed project management skills and the ability to lead and/or work in multi-functional teams to create improvement in service delivery. 	E	A & I
<ul style="list-style-type: none"> Good analytical skills 	E	A & I
<ul style="list-style-type: none"> Ability to work both on own initiative and as a member of a team 	E	A & I
<ul style="list-style-type: none"> First class verbal and written communication skills 	E	A & I
<ul style="list-style-type: none"> Personal authority and integrity 	E	I
<ul style="list-style-type: none"> Good organisational skills and ability to prioritise workload 	E	I
<ul style="list-style-type: none"> Ability to work effectively under pressure 	E	I
<ul style="list-style-type: none"> Ability to undertake project work as required and produce reports as required. 	E	A & I
<ul style="list-style-type: none"> Ability to develop productive working relationships with colleagues and all potential partners in service delivery 	E	A & I
<ul style="list-style-type: none"> Meet deadlines and targets, demonstrating an ability to achieve, despite constraints or obstacles 	E	A
<ul style="list-style-type: none"> Ability to listen to young people. 	E	A
<ul style="list-style-type: none"> Creativity and imagination in designing methods of engagement with children and young people 	E	A & I
<ul style="list-style-type: none"> Ability to undertake presentations as required. 	D	A & I
Knowledge	E/D	Method of Assessment
<ul style="list-style-type: none"> Proposed and existing legislation, statutory regulations, and government guidance in relation to the education and care of children & young people. 	E	A & I
<ul style="list-style-type: none"> Working with children and young people to support them to participate in event, decision-making etc 	E	A
<ul style="list-style-type: none"> Child protection and children's safeguarding processes 	E	A & I
<ul style="list-style-type: none"> Children's Participation programmes. 	E	A
<ul style="list-style-type: none"> Children's Rights and Advocacy 	E	A & I
<ul style="list-style-type: none"> Ability to use Information Technology 	E	A
Experience	E/D	
<ul style="list-style-type: none"> Substantial post-qualifying experience in working in an educational environment with children and young people 	E	A
<ul style="list-style-type: none"> Work with children and young people who reside in the public care system with particular reference to educational settings 	E	A

• Work with children and young people to support them to participate in event, decision making etc	E	A & I
• Writing for a variety of audiences	E	A
• Planning service against targets , monitoring and review	E	A
• Working with a diverse range of young people, empowering them to shape the agenda and outcomes	E	A & I
• Working in partnership with service users and stakeholders	E	A
• Managing a budget	D	A
• Multi agency working	E	A
Qualifications	E/D	
• Relevant professional qualification in Education, Social Work, or Youth and Community. or equivalent.	D	A
• Management Qualification: for example, (CMS) Certificate in Management Studies. (DMS) Diploma in Management Studies.	D	A

Special Requirements and Environmental Factors	E/D	
Commitment to children's rights and participation	E	A
Act as a champion of good practice.	E	
Attend training courses as required	E	
Undertake such duties as may be required by the Company commensurate with job role	E	
Full Driving Licence	D	