

JOB DESCRIPTION



Job Designation	EDUCATION OFFICER
Salary	£16,000 – £21,000
Reports to	THE EDUCATION MANAGER

Main Purpose of Job	<p>To oversee the education provision of the Young People in the Home. Responsible for ensuring the young people are engaged in education or training and that reports are kept up to date tracking their progress and monitoring and evaluating the effectiveness of their provision. Working in partnership with the Care Team to provide an effective activity programme</p>
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Main Duties and Responsibilities:	
<ul style="list-style-type: none"> • Liaise with the Education Line Manager and Registered Manager of the Home to use the EACH (Education Audit Checklist) as a working dynamic document • Work with placing authority/social worker to 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 including Performance Management Policy for Education Staff. • Develop links with local education providers to identify suitable education provision for young people, i.e. mainstream school, work placements, evening classes etc. • Identify positive outcomes for young people through education and activities and understand where this is effective • Assist in the delivery of the AQA Awards linked to the Independent Training Plan. • Take the lead and liaise with the Home Manager and Care Team in ensuring that the young people access a fully enriched and extended curriculum • Ensure staff are aware of the delivery and support required to ensure the life chance opportunities of the Young People are met, for their social, educational, leisure, emotional, physical and cultural needs. • Develop links with the residing local authority to assess availability of local facilities i.e. youth groups, to support individual needs. • Devise and ensure individualised programmes of work and Provision Maps are in place for all Young People. • Ensure staff awareness of Personal Education Plans (PEPs) and how they link to the individual care planning to support the young people. • Participate in all education meetings and reviews as and when required in collaboration and agreement with the Home's manager and key workers • When necessary, take and collect young people from their educational setting and if needed, stay with them to ensure a smooth transition from their previous educational setting. • 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 meetings for each individual Young Person in accordance with northern**care** policy
- Produce, co ordinate and edit educational reports and ensure that the Education Manager is kept up to date with all developments within the Home.
- Undertake and participate in any training programmes which are relevant to the job role.
- Promote, lead by example and actively encourage the professional development of staff to support their understanding of how care and education work together to meet the needs of the young people.
- Be familiar with and constantly develop an understanding of relevant policies and government legislation.
- At all times promote and ensure anti discriminatory practice.
- Work as part of a multi disciplinary team.
- Promote and actively encourage the delivery of a safe, structured and nurturing environment and Safeguard and protect the welfare of the Young People.
- You must co-operate with the Company in complying with the Health and Safety requirements and are therefore expected to follow Company policies, to acquaint yourself with the Fire, Health and Safety Procedures at your place of work and report any unsafe practices and conditions.

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.

Equal Opportunities

northern**care** supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document.

The above job description forms part of your Main Terms and Conditions of Employment. The Company reserves the right to vary duties and responsibilities at anytime.

Signed.....

Date.....

PERSON SPECIFICATION



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Salary	£16,000 – £21,000
Reports to	THE EDUCATION MANAGER

	ESSENTIAL	DESIRABLE	VERIFIED BY
QUALIFICATIONS			
Level 3 or working towards Level 3 Health and Social Care or similar			
HLTA			
SKILLS			
Skilled and confident to relate to and communicate with children and young people in an appropriate manner.	E		Interview
Confidence and ability to relate to different people and at varying levels of authority within the workforce.	E		Application Form
Ability to work with people from a wide range of backgrounds and cultures.	E		Application Form
Ability to work effectively under pressure	E		Application Form/ Interview
Negotiation skills and the ability to articulate your requirements in order to get the best for the children and young people.	E		Application Form/ Interview
Well-developed project management skills and the ability to lead and/or work in multi-functional teams to create improvements in their designated home and throughout the Company, where necessary.	E		Application Form/ Interview
Ability to work both on own initiative and as a team member.	E		Application Form
A high standard of numeracy and literacy skills.	E		Application Form
Good organisational skills and ability to prioritise workload	E		Application Form/ Interview
Ability to produce reports as required.	E		Application Form/ Interview
Ability to develop productive working relationships with colleagues and all potential partners in the care and education of the young people.	E		Application Form/ Interview
Ability to listen to young people and react appropriately.	E		Application Form
To be creative and imaginative in order to engage the young people in their ITP and take the lead on activities and projects within the home.	E		Application Form/ Interview
KNOWLEDGE			
Understanding of proposed and existing legislation, statutory regulations and government guidance in relation to the education and care of children and young people.	E		Application Form/ Interview
How to work with children and young people to support them in decision making.	E		Application Form/ Interview

Child protection and children's safeguarding processes	E		Application Form/ Interview
Participation and how to implement activities and experiences to support participation.	E		Interview
Children's Rights and Advocacy.	E		Interview
Ability to use information technology to support the children and young people's learning and development	E		Interview
EXPERIENCE			
Substantial experience in working in an educational environment with children and young people. Preferably those presenting with emotional and social difficulties.	E		Application Form/ Interview
Work with children and young people who have behavioural difficulties of varying degrees.	E		Application Form/ Interview
Supporting children and young people to be involved in education and decision making which affects their future.	E		Interview
Monitoring and reviewing the progress of the children and young people.	E		Application Form/ Interview
Writing reports legibly for a variety of audiences	E		Application Form
Working in partnership with agencies who support the children and young people	E		Application Form/ Interview
Managing a budget	E		Interview
OTHER REQUIREMENTS			
Total commitment to the rights of children and young people.			
Attend training courses as required	E		Interview
Full driving licence.	E		Interview
Undertake duties that may be required by the Company commensurate with the job role.	E		