

Education Navigator - Inner Circle Charitable Trust (ICET) Job Profile

Job Title: Education Navigator – ICET Head Start into Higher Education Programme
Job Grade: Level 4 Zone 2
Salary Range: £45,042 - £51,870 (pro-rata for 18 hours)

About Camden

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all. The Virtual School is led by the Virtual Head who holds a statutory role and is responsible for **supporting looked after children** to achieve in line with their peers and address barriers to success. The Virtual School in Camden local authority monitors all looked after children, as though they were all attending one school/college. This role supports the statutory duty for Promoting the Education of Looked after Children in Years 9 – Post 16 Years 12 and 13 and beyond, 'Participating in Education, Employment and Training'.

About Inner Circle Inner Circle Educational Trust

Inner Circle Educational Trust (ICET) is a new grant maker investing in transforming educational outcomes for Looked-after children and care leavers. The programme, unique of its kind, aims to provide wrap-around support for such individuals to help them gain access to higher education, support them whilst they are at university or college and help them to secure satisfactory employment.

The programme will be based in Camden, as the lead borough, to secure two cohorts of 15 Looked-after students in Years 9 – Post 16 Year 13 and beyond. Over the next seven years, ICET will make a major investment in the programme, with the intention of demonstrating that such investment will make a material difference to the life chances and educational outcomes of these key target groups.

More information can be found by visiting their website: www.innercircle.org.uk

About the role

The role of Education Navigator is absolutely critical to the delivery of this important programme.

The role will involve working as an employee of Camden Councils/Camden Virtual School to work dynamically and collaboratively with a consortium of partner charities to improve outcomes for those with care experience in accessing and thriving in higher education.

The Education Navigator will work to provide an in-depth intervention for two cohorts of 15 young people, supporting and guiding them to build confidence and awareness of the opportunities available to them. This includes at-university bursary funding and mentoring, paid internship placements, residencies, assistance with gaining careers advice and with seeking and securing a suitable job and continuing support as needed during the early post-employment period.

The role will also support the participation and engagement in a wider community support program, such as academic mentoring for a wider pool of disadvantaged young people in the borough, support to understand and work toward university access, and the creation of online resources for community stakeholders to gain confidence and understanding of the university process.

Delivery of the role

- To understand the role requires regular offsite travel in and out of Borough to carry out direct work responsibilities.
- To work as the Education Navigator to deliver ICET's educational support programme for participants, i.e., Looked-after children and care leavers, to develop positive, healthy relationships to support engagement in education
- To work to develop the program and deliver on key agreed outcomes and outputs. Base operating from Camden office workspaces as part of Camden Virtual School Team, to understand and promote the education of the identified cohort of Years 9 – Post 16 Year 13 and beyond Looked-after children in line with statutory guidance, to recommend EET options/interventions. (*The Education Specialist will be contracted to Camden Council who will provide computer equipment and access to meeting spaces.*)
- The role will be supported with line-management and strategic oversight for the work of the Education Navigator (against key agreed outcomes and outputs) by the Deputy Virtual School Head and Virtual School Head.
- To work dynamically, collaboratively and effectively with key stakeholders, including other local authorities, charity partners, and mentors to identify, provide and procure significant support for children and young people in Camden relating to education aspiration-raising and access to university, (including supporting and attending Personal Education Plan (PEP) meetings, providing support to complete identified PEPs, data analysis, direct work with Looked-after children and Care leavers and working with multi-agency networks/professionals.)
- To work collaboratively to represent the programme through these relationships and to always ensure a high degree of professionalism.
- To manage and support young people's engagement in the programme and understand and promote the education of Looked-after children Years 9 – Post 16 Year 12 and 13 and beyond in line with statutory guidance, to support Level 3 trajectory, EET engagement and attainment options/levels.
- To support the effective budget management for the programme with with managers in Camden Virtual School, including issuing and monitoring invoices, which will be reported to ICET on a quarterly basis.
- To support progress updates for the ICET board meetings as appropriate and provide adequate and regular reporting on the progress of the programme.
- To support marketing and recruitment activity; which may include updating and hosting any website relating to the programme; coordinating content for publication and partner dissemination; and communications in support of the programme.
- To support and manage all day-to-day administration, including diary management, filing, travel and accommodation booking.
- To support the role of the Programme Evaluator, providing details of progress with the programme and support provided, which will support the development of a complete monitoring and evaluation report into the programme to be shared with ICET Trustees and key external stakeholders.

About you

The ideal candidate will have at least one of the relevant Professional qualifications and/or experience of working with young people, Qualified teacher status, working in education, training, youth work, counselling and/or psychology (essential)

Knowledge

In this role you will be required to have knowledge and understanding of issues concerning the education of Years 9 – Post 16 Year 12 and 13 and beyond Looked-after children and Care leavers. You will be required to have knowledge, experience and understanding of the importance of appropriate education support and early intervention. (essential).

The successful candidate will need to understand local authority responsibilities and relevant government legislation and their impact on services provided for Promoting the Education of Looked-after children (essential).

The successful candidate will need to have an in-depth knowledge of statutory school age education, Post 16 education and Higher Education provision and how to establish a positive climate for improvement, particularly for young people who exhibit, or need support with, a variety of learning, behavioural, social and emotional difficulties (essential).

The successful candidate will need to understand the issues surrounding youth involvement at risk of offending, sexual exploitation, violent behaviour and gangs (essential).

The successful candidate will need to understand child development, psychology and therapeutic interventions (desirable).

Skills

The successful candidate will need to have the ability to develop positive working relationships and to communicate clearly and effectively both face to face, direct working, orally and in writing with young people, carers, colleagues and professionals from other public bodies and other agencies (essential).

The successful candidate will need to have the ability to work under pressure and prioritise workload where service demands may conflict, including managing a caseload, record keeping and compiling data and statistics and quarterly and annual reports (essential).

The successful candidate will need to be skilled in self-motivation, flexibility and versatility and be confident about exercising your own judgement in challenging situations and work within Safeguarding guidelines (essential).

The successful candidate will need to have proven negotiation and influencing skills and be an engaging and persuasive communicator at personal and group levels (desirable).

The successful candidate will need to have the ability to maintain information systems and keep accurate records, including data. (essential).

The successful candidate will need to have the ability to collect, analyse and report on data and to produce regular written evaluative reports. (essential).

Experience

- The successful candidate will need to have demonstrable experience in leading, managing and delivering strategic initiatives (desirable).
- The successful candidate will need to have demonstrable experience of supporting/managing significant programme budgets (desirable).
- The successful candidate will need to have experience or an interest in at least one of: education, social work, mentoring, coaching or youth work, with experience in direct supporting and advocating for vulnerable young people (essential).
- The successful candidate will need to have knowledge of secondary school education systems and/or experience in an educational settings from Key stage 3,4 and 5. (essential).
- The successful candidate will need to understand the needs of children who are 'looked after' and experience of developing education plans for their futures. (essential).
- The successful candidate will need to have a passion for educational equality, and an interest in big picture systems and how they can be improved (essential).
- The successful candidate will need to have a connection to the areas in which the scheme will operate in (Camden) (desirable).
- The successful candidate will need to have experience of working in/with schools, colleges and/or local authorities in a challenging environment (essential).

Work Environment:

The role will include the need for a flexible approach to places of work, as duties will include regular travelling in and out of Borough and direct working with multi agency professionals and young people; the successful candidate should be prepared to work flexibly, working from office, home, outdoors and other locations as is required.

People Management Responsibilities:

This role will have no people/line management responsibilities.

Relationships:

Reporting to the Deputy Virtual School Head who line manages the role.

Key contacts: Virtual School Head, Inner Circle Education Trust (ICET), Connexions Workers, Substance Misuse Workers, Drive Forward Education Consultant, HIVE – support Workers, Pathways Placement Managers.

Over to you

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk.

Is this role Politically Restricted?

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

Diversity & Inclusion

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

Agile working

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships; we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way; silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

Asking for Adjustments

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes adjusting or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG.