

**Job Profile Information:**  
**Post-16 Education, Training & Employment (ETE) Manager (Virtual School for Looked After Children)**

**This supplementary information for Post 16 Education Advisor (Virtual School for LAC and Care Leavers) is for guidance and must be used in conjunction with the Job Capsule for Job Family Social Care at Level 5 Zone 2**

**Camden Way Category 4**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

**Role Purpose:**

- To take the strategic lead for 16+ Education, Training & Employment (ETE) within the Virtual School for Looked After Children
- To reduce the number of looked after children & care leavers who are NEET
- To coordinate and oversee the professional network involved in the education, training & employment of looked after children, care leavers and former relevant young people
- To support key education transitions of Camden's looked after children
- To drive up improvements in the educational progress and attainment of LAC, including those placed outside of the borough
- To provide information, advice and guidance to help young people make realistic choices about their education, training and work, in light of their location and local opportunity.
- To secure and raise levels of pupil engagement with education through effective support, challenge and intervention of schools/colleges and co-professionals, at schools across England and Wales.

### **Example outcomes or objectives that this role will deliver:**

- To successfully develop and lead post-16 ETE work which is a key priority for the organisation
- To lead the work to reduce the number of Looked After Children / Care Leavers who are NEET which is a key priority for the organisation linking directly to national priorities
- To take a lead role within the post-16 professional network
- To support young people, often with a complex range of needs, in the identification of appropriate courses of learning, training or employment opportunities & to raise participation and aspiration
- To provide high quality advice and guidance, coaching and mentoring to looked after children and young people
- To provide advice, guidance and training to professionals (schools, foster carers and social workers) to help young people make informed choices.
- To lead Personal Education Plan (PEP) meetings for identified pupils and other multi-disciplinary meetings to promote and support the needs of LAC and ensure that all appropriate plans are in place, of a high quality monitored and feed into care plans.
- To offer and lead on a range of services to intensively support young people including assessment, advocacy, 1:1 advice & guidance, group work and project work.
- To support young people to overcome barriers which may be impacting on their personal, social, educational and economic progression and ability to reach their full potential.
- To work collaboratively and participate fully within the Virtual School for Looked After Children

### **People Management Responsibilities:**

No management responsibility

**Relationships:**

The post holder will be largely self-managing taking personal responsibility for self-development and leading improvements for the service. The Virtual School Head has line management responsibility for this post.

**Work Environment:**

The post holder may be required to work flexibly across a range of teams and workplaces.

**Technical Knowledge and Experience:**

- Knowledge and understanding of what constitutes quality in education provision and strategies for raising LAC engagement and achievement.
- An in-depth knowledge of education provision and how to establish a positive climate for improvement, particularly for pupils who exhibit, or need support with, a variety of learning, behavioural, social and emotional difficulties.
- Understanding of issues concerning the education of LAC and the importance of every child receiving an appropriate education and support, contributing to EHC Plan assessments as appropriate.
- Understanding of local authority responsibilities and relevant government legislation and their impact on services provided for looked after children.
- Understanding of issues concerning the education of LAC and the importance of every child receiving an appropriate education and support, contributing to EHC Plan assessments as appropriate.

**Skills**

- Ability to work independently to develop and sustain a new and high priority area of work within the organisation building capacity cross a number of teams
- Ability to analyse, create reports and present data to senior officer and members within the organisation
- Proven negotiation and influencing skills at personal and group levels to achieve desired ethical business outcomes

- Ability to research careers information, options and support organisations across England to meet young people's needs.
- The ability to develop effective relationships with designated teachers, social workers and LA staff.
- Ability to communicate clearly and effectively both orally and in writing with young people, parents, carers, colleagues and professionals from other public bodies and other agencies.
- Work under pressure and prioritise workload where service demands may conflict, including managing a caseload, record keeping and compiling statistics.
- Ability to identify skills gaps, advise on suitable study programmes, training courses or employment options in line with the RPA agenda formulating a clear personal action plan.

## **Experience**

- Experience of developing strategic plans and leading other professionals to improve outcomes for young people
- Experience of working at a senior level in a challenging environment - in school/ colleges and/or local authorities.
- substantial experience in working with children/and or young people coaching / mentoring, providing advice and guidance including KS5 options, further education, work based learning and employment options
- Experience in developing collaborative working and partnerships in establishing a direction for sustaining engagement with education.
- Successful track record of planning and implementing improvements to meet the needs of individual or cohorts of pupils.

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

## Structure Chart

