



## **EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION**

**JOB TITLE:** Children's Services Caseworker – Virtual School

**DEPARTMENT:** Children's Services

**LOCATION:** Hailsham

**GRADE:** East Sussex Single Status Grade 7/8

**RESPONSIBLE TO:** Head of School with supervision from nominated worker as directed by management

### **Purpose of the Role:**

To work with schools, social workers, carers and other professionals to ensure that Looked After Children, previously looked after and children with a social worker or have previously had a social worker are aspirational and fulfil their academic potential

### **Key tasks:**

1. To be responsible for a case load of young people, monitoring and tracking educational progress.
2. To work with other professionals to assess educational need, use solution focussed approaches and co-ordinate intervention and support as appropriate. This may include commissioning support from other services.
3. To keep detailed and confidential records in respect of the individuals allocated.
4. To provide advice on education matters to carers, social workers, schools and other educational institutions. Also, information, advice and guidance to parents of children adopted from care.
5. To provide support on attachment issues to designated teachers and contribute to the development of attachment friendly schools.
6. To perform administrative tasks in relation to the duties of the post.
7. To apply consistently the principles of Equal Opportunities, as embodied in the County Council's policies and practices throughout the duties outlined above.
8. To undertake available training opportunities and show a commitment to continuous professional development, to maximise your potential and ensure the efficient delivery of County Council services.

9. Undertake any other tasks commensurate with the grading of the post for Children's Services Caseworker.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

## EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

**JOB TITLE:** Children's Services Caseworker – Virtual School

**GRADE:** Single Status 7/8

### Essential key skills and abilities

These criteria will be assessed at the application and interview stage

- Effective communication and interpersonal skills
- Ability to keep up-to-date records and prepare reports to a required standard.
- Ability to work independently and within a team.
- Ability to use supervision appropriately.
- Ability to work on own initiative and in a supervised capacity
- Ability to organise and prioritise work appropriately and use own initiative.
- Ability to engage with young people, schools/parents/carers and other professionals.
- To be creative and solution focussed in approach to work
- Ability to use electronic systems for recording and information gathering.

### Essential education and qualifications.

These criteria will be evidenced via certificates, or at interview

- English and maths GCSE grade C (or equivalent experience)
- QCF level 4 qualifications in a relevant subject or equivalent experience

### Essential knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of key legislation (for example:
- Children Act 1989, 2004; Every Child Matters; Education Acts) and guidance on Looked after Children.
- Understanding the main issues for Looked After Children (LAC)
- The Education of Looked After Children (Statutory Guidance July 2014)
- Good knowledge of school systems and structures

### Desirable knowledge

These criteria will be assessed at the application and interview stage

- Knowledge of school systems and structures

### **Essential experience**

These criteria will be assessed at the application and interview stage

- Working with a range of services
- Working with children/young people
- Working in schools or maintained early years settings
- Working to deadlines

### **Desirable experience**

These criteria will be assessed at the application and interview stage

- Working in a Local Education Authority service

### **Other essential criteria**

These criteria will be assessed at the application and interview stage

- Ability to manage constant and conflicting demands. Proactive and flexible approach to work
- Able to show empathy and be resilient
- Possession of a full driving licence or the ability to demonstrate how you will achieve the travelling requirements of the post

**Date (drawn up): October 2018**

**Name of Officer(s) drawing up person specifications: Virtual Headteacher**

**Job Evaluation Reference: JE10813**

### Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	Yes
Moving & handling operations	Yes
Occupational Driving	Yes
Lone Working	Yes
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No