

JOB SUMMARY

Post Title	<i>Virtual School Caseworker</i>						
Job Family	<i>Virtual School</i>	Pay Range	8	Line Manager to others?	No	Role profile ref	
Service Area	<i>Education and Inclusion</i>						
Line Manager	<i>Virtual School Education Adviser</i>						
Location	<i>County Hall / Agile</i>						

Job Purpose

The Virtual School for looked after children is looking to appoint a caseworker to support our Post-16 cohort to access or sustain education, training or employment. The worker will work directly with young people, schools/colleges, social workers and other professionals supporting the young people to meet their potential. Alongside the Post-16 cohort the worker will also caseload our Early Years cohort working closely with the Early Years Advisory Team to ensure Personal Education Plans are completed and our youngest minds are supported to access education settings to further their development. Working to the Education Advisor, and alongside the wider Virtual School team on the Isle of Wight the job will offer a variety of tasks.

This role will be a Fixed Term post for one year, working across the Isle of Wight.

Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)

- To manage a case load as allocated by the Education Advisor and carry out direct work with young people as agreed with your line manager
- To set targets, arrange review meetings and offer mentoring with and for young people
- Communication in a variety of forums with personnel at all levels, both internal and external to the organisation
- Preparation of materials for meetings, mentoring sessions and events
- Undertaking appropriate research as and when required
- Confidential information management
- To use mediation and negotiation skills to support children and their parents or carers in improving their attendance and engagement in education, training or employment
- Plan interventions in conjunction with children and their parents or carers, which would support their attendance and engagement in education, training or employment.
- To maintain a close working relationship with the social worker, undertaking visits and attendance at meetings when required.
- Maintain accurate records of all work undertaken in conjunction with young people, colleagues and other agencies.
- To focus on child-centred, outcome driven work and planning at all times.
- To ensure that relevant training and personal development remains a priority.
- To undertake any other appropriate duties that may be required which are appropriate to the grade of the post.
- To support other Virtual School staff or teams as needed by the service

Main Contacts

- The Virtual School Team
- School/College/FE staff
- Social Workers and Supervising Social Workers
- Leaving Care Team
- Island Futures

Additional Information

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- Children's Services is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought
- This post, due to the nature of the work, is exempt from the provisions of section 4(2) of the Rehabilitation of Offenders Act, 1974. Applicants are, therefore, not entitled to withhold information about convictions which, for the purposes, are spent under the provisions of the Act, and in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Council.

Knowledge, Skills and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Experience working with children and young people in a school/social care/youth work setting		*	
Practical knowledge of a range of interventions to support young people access and maintain education, training or employment		*	
Sensitivity and empathy to build trusting and supportive relationships	<i>Working with very vulnerable young people who may present with challenging behaviours, the role requires sensitivity and empathy to build trusting and supportive relationships.</i>	*	
Proven ability to interpret situations, analyse behaviours to make judgements and deliver interventions to achieve outcomes.	<i>To use mediation and negotiation skills to support young people to improve their educational engagement or develop working relationships and reducing risk of becoming NEET.</i>	*	
Proven ability to build and maintain constructive working relationships with a range of people.	<i>To manage a caseload as set out by the team manager and carry out direct work as required.</i>	*	
Relevant practical experience of working with and understanding of the relevant legislation, statutory frameworks / requirements and good practice guidance.	<i>To understand legislation and guidance in regard to looked after children and education. To work within children's social care good practice guidance.</i>	*	
Proven ability to research, analyse and present complex information.	<i>Maintain accurate records of all work undertaken in conjunction with service users, colleagues and other agencies. To focus on child-centred, outcome driven work and planning at all times.</i>		*
Proven ability to prioritise own workload and achieve deadlines		*	
Literate and numerate. Ability to maintain required records.		*	
ICT skills including use of Microsoft applications and experience of using a recording system.		*	

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Proven ability to communicate one to one and in small groups.	<i>Plan interventions in conjunction with children and the team around them which would support their educational engagement and progress.</i>	*	
Proven ability to manage challenging behaviour in clients/business owners.	<i>To maintain a close working relationship with the lead worker (social worker) for the young person, undertaking visits and attendance at meetings when required Ability to build trust and confidence with clients, colleagues and partners. May involve dealing with challenging behaviour and situations. Unpredictable work environment. May involve visiting clients/premises prior to assessment and without access to immediate supervision.</i>	*	
Able to work independently and as part of a team. Able to organise time efficiently and prioritise.		*	
A good knowledge and understanding of the impact of attachment and trauma and of how the use of trauma informed strategies can develop resilience and promote recovery.			*
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Undergraduate Degree			•
Level 3 Qualification		•	
GCSE Maths and English grade 9-4 (C or above)		•	
Other Requirements			
May require relevant certifications including evidence of fluency in English language.			
Enhanced DBS will be required			
Full, clean driving licence and business insurance will be required			