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Virtual School Personal Education Plan (PEP) Coordinator (full time)

Term Time Only plus 10 days – Permanent Post

Scale 4

Job Description

Job Purpose
<p>To maintain an overview of the Personal Education Plan (PEP) process for children in care. To ensure that the Virtual School Team and schools comply with their statutory duties in relation to PEPs and that these are recorded.</p> <p>To prepare detailed data reports for the Virtual School Team and the Virtual School Governing Body on these statutory duties.</p>
Major Tasks
<p>Key Areas of Responsibility:</p> <ul style="list-style-type: none"> • Maintain robust oversight of Personal Education Plan (PEP) compliance, liaising with all relevant stakeholders. • Setup effective PEP monitoring, tracking and quality assurance systems to enable effective oversight, evaluation, and clarity, accountable for accuracy. • Support the development of the Virtual School Team, especially in regard to PEP phase developments, e.g. Early Years, Primary, Secondary and Post-16. • Provide support to Education Advisers and Officers in terms of designing and implementing online Early Years PEPS and Post 16 PEPS to ensure compliance with statutory requirements • Support the planning and delivery of training and development for a range of key professionals and daily telephone/email training, especially in regard PEP compliance, completion, and quality. • Maintain and manage the diaries of the Virtual School Team and the Virtual School Head, to ensure PEPs take place and are completed within timescales. This will include close liaison with all relevant stakeholders. • Attend and participate in weekly team meetings, reporting to the team on PEP completions, school movers, PEP cancellations, new to care etc. • Prepare concise data reports for the Virtual School Governing Body on PEP timeliness. • Prepare PEP monthly data reports to be shared with a variety of stakeholders including CPSG. • Ensure that all PEPs are completed within timescales and that all sections are populated. This will also require close liaison with the Virtual School Team, Social Workers, Schools/colleges/alternative provision, and their Designated Teachers, IRO's, Foster Carers/Parents, Future Focus and PA's. • Arrange all initial PEP meetings for new children in care/change of education placement ensuring initial PEP compliance is improved and sustained through regular reporting where necessary and liaison with key stakeholders and all PEPs are completed, accurate and of good quality. • Work closely with the Virtual Schools CIC Tracking Officer to ensure effective tie up with Pupil Premium spending, PEP targets and attendance are recorded and follow up action if required. • Undertake effective analysis and reporting of PEP completion rates for all school age children in care and provide a breakdown of completion rates per locality. • Produce ongoing/termly evaluations analysing data findings to inform regular reporting and for sharing with the Virtual School Head/Team to inform training and recommendations.

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- Undertake all correspondence in relation to PEPs with schools and settings, social care, and any other relevant key stake holders.
- Develop ways of sharing good practice, e.g. working with a core group of Designated Teachers – Primary, Secondary, Special, Post – 16 and social workers to enhance PEP delivery/quality and champion the schools online PEP portal.
- Work closely with the development team to ensure further improvements to the electronic PEP.
- Complete regular analysis of numbers of children in care attending PEPs and those completing Pupil Voice pages, ensuring that this section is completed prior to the meeting to inform and shape their PEP meeting.
- Maintain up-to-date knowledge, skills and understanding relating to national/local legislation and guidance, initiatives and good practice strategies related to the role, initiate, and implement any required changes in discussion with the Virtual School Head.
- Attend and participate in weekly team meetings and other relevant meetings which may include Designated Teachers and Nominated Governors Network meetings.
- Attendance at virtual school events which may outside of core hours
- To support the Events Lead/ Arts Lead to ensure all the required paperwork for events is completed prior to any events.
- To maintain accurate and confidential records as advised by the Virtual School Head

Other duties will include:

- Recommend and contribute to the development of systems and procedures to ensure the effective, efficient running of the service.
- Deal with a wide range of enquiries from employees and customers that will require patience, understanding, service knowledge and an ability to establish the exact nature of the problem/enquiry.
- To initiate and process routine correspondence, data reports and other documents as directed, to support professionals.
- To promote standards which achieve equality of opportunity.
- To ensure personal adherence to all relevant Policies & Procedures.
- Any other duties commensurate with the post.
- To work in a flexible way that meets the requirements of the service.

Contacts & Relationships

- The postholder will have frequent contact with senior leaders in schools and other settings on a daily basis and other colleagues within the social care team, future focus, PA's, IRO's and the virtual school team.
- The postholder will be required to liaise with other Virtual School Teams outside of the Borough as well as other professionals on matters relating to the post.
- The postholder will act as the first point of call for the Virtual School Team for any enquiries under the direction of other post holders on matters relating to the service.
- Service users, stakeholders, and members of the public, providing sound information on the service provided by the Virtual School Team.
- Team Leaders, Group Managers, Service Delivery Managers, Team Members and Assistant Directors on a day-to-day basis as part of their role.
- The post holder will have direct contact with young people and their families

Creativity

- To input pupil data/PEP information on a number of client databases in an accurate and timely fashion. This is to ensure that reports presented to the Virtual School Head

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<p>are accurate and precise and Social Care Teams are able to access PEP information in a timely manner.</p> <ul style="list-style-type: none"> • To respond appropriately to telephone and face to face enquiries from key stakeholders and service users and provide sound and accurate information in relation to the post. • The post holder will need to be creative in establishing good communication with schools, families, and colleagues within the LA • To develop and maintain databases to record how pupils are tracked and update regularly • To use ICT to access and retrieve data • Flexible working- some limited evenings and school holiday work involved • To use imagination and creative skills to identify new opportunities for working smarter across the team. • Make informal recommendations and contribute to the development of systems and procedures to ensure the effective, efficient running of Personal Education Plans, Attendance, and pupil data. • Maintain a system for recording data / CiC information relating to the Arts
<p>Decisions</p> <ul style="list-style-type: none"> • The post holder will be able to work under pressure, using their own initiative, prioritising their work on a day-to-day basis and meet deadlines. • The postholder is required to manage and coordinate PEPs for every child in care aged 2-18 and is responsible for making decisions under the guidance of identified senior members of the Virtual School on PEP completion/cancellations and team cover. • The post holder will be accountable for ensuring PEPs are held each term and that a representative is in attendance from the Social Care team. Any cancellations/amendments to such meetings are dealt with by the post holder who will make the overall decision under the guidance of the Virtual School Head Teacher. • The post holder will be responsible for ensuring that Virtual School activities & events are coordinated appropriately for Telford & Wrekin VS and the relevant documentation/risk assessments/databases are recorded to measure impact. • Be prepared to adapt to new situations.
<p>Management & Supervision</p> <ul style="list-style-type: none"> • The postholder will support the Virtual School in providing reports related to the education of Children in Care for the Virtual School Headteacher, and other partners who may request this information.
<p>Supervision Received</p> <ul style="list-style-type: none"> • The postholder will carry out work within established policy. The postholder organises own workload, contacting their supervisor only to notify progress or to seek specialist advice. • The postholder will work closely with all the Virtual school team and in particular the VSHT who will also be their line manager. • An annual APPD and interim review of the APPD will be carried out by line manager
<p>Complexity</p> <ul style="list-style-type: none"> • To maintain client records and provide accurate information for the Service, as and when required. • Present accurate data to the Virtual School Head and the Virtual School Governing Body on PEP matters and any other data analysis which is covered by the postholder relating to the service. • The post holder will need excellent organisation skills and the ability to work in a fast-paced environment and ensure tight deadlines are met.

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- The postholder will be required to undertake occasional demanding and high-profile work to assist with the smooth running of the Virtual School Team and ensuring deadlines and targets are met.
- Prepare and present data reports of impact/attendance of CiC attending Virtual School events and activities and feedback to the VSH.
- The post holder will be expected to use professional judgements required to undertake the role in dealing with Children in Care

Resources

The post holder will be responsible for using ICT equipment and other resources including photocopier, scanner, and laminator. In addition, the post holder will have the responsibility for managing the use of databases across the team and coordinating calendars.

Impact

To support the Virtual School Team in meeting its statutory duty to complete a PEP for every child in care once per term. This will have a direct impact of the educational outcomes of young people in care.

Physical Demands

The level of physical demands would be that expected of a typical desk-based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. There may be the occasional demand for more than this. Which can include direct working with children on a 1;1 basis or in small groups

Working Environment

In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation, and lighting.

Emotional Context

The emotional strain or distress this role is expected to face would be limited however there may be times when the post has contact with information about young people that may be upsetting.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • GCSE (Grade A*-C/9-4) in English Language and Mathematics or equivalent. • Relevant administration qualification • 2 A levels of grade C or above or equivalent • RSA Stage II Typing, or recognised IT qualification or equivalent • Evidence of commitment to continued development both professional and personal •
Experience	<ul style="list-style-type: none"> • Previous experience of creating and maintaining systems and process to provide data analysis and information management reports. • Significantly experienced in using a computerised database. This includes knowledge of data structures, maintenance, relationships with systems and manipulating and analysing large datasets • Experience of building good working relationships with partners and customers. • Experience of Microsoft products, particularly Excel, Word, Teams, and Outlook • Experience of representing a team.

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	<ul style="list-style-type: none"> • Experience of being accountable for own workload and accuracy of work recorded. • Experience of working in a busy office environment. • Using systems and databases to retain data
Knowledge	<ul style="list-style-type: none"> • Knowledge of current legislation including statutory requirements for areas identified by main tasks • Knowledge and understanding of current good practice in relation to education for Children in Care and wider VSHT remit • Knowledge of using Microsoft programmes, including word and excel. • Understanding of Education and Social Care organisation and legislation. • Knowledge and experience of the particular challenges of negotiating with school, parents/carers, children and young people and other professionals. • Knowledge of client based electronic information systems. • Use of word processing systems. Ability to manage and maintain paper and computer data storage systems. • How to produce correspondence and present information • Information sharing and data protection • Equal opportunities and diversity
Skills	<ul style="list-style-type: none"> • Very good interpersonal skills, liaison, and mediation to engage a range of people to work together to provide effectively for looked after children. • Good verbal and written communication skills. Ability to record agreements and evaluate progress. • The ability to work unsupervised, as part of a team and under pressure is essential. • Excellent organisation skills with proven experience of managing a demanding workload. • Ability to communicate effectively with service users, carers, colleagues, and the public, verbally and in writing. • Ability to work in an environment dealing with sensitive information • Ability to provide accurate and timely support • Minute taking skills • Ability to meet travel requirements of the post.
Personal style & behaviours	<ul style="list-style-type: none"> • Ability to work under pressure and meet or exceed targets and deadlines. • Develop good relationships with others by behaving with integrity and treat people with respect • Emotional resilience • Organised and accurate • Can develop good working relations • Prepared to work flexibly • As a council employee you will be supported and expected to demonstrate the Councils Core Behaviours. Please note that these may be updated from time to time and are available on the Council's intranet pages. • Promote diversity and equality of opportunity

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	<ul style="list-style-type: none"> To receive callers, both in person and on the telephone, ensuring that all callers are received in an efficient and helpful manner and that distressed callers are dealt with sympathetically.
Safeguarding	<ul style="list-style-type: none"> Demonstrate an understanding of the safe working practices that apply to this role. Ability to adhere to all policies and procedures across the organisation and those relevant to the role – including data information sharing protocols, data protection.
Fluency Duty	<p>This post has been identified as a customer facing role and therefore the Council is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016. As a public body the Council is obliged to ensure member of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>This post has been assessed as requiring the ability to converse at ease with customers and provide advice in accurate spoken English.</p>
Political Restrictions**	This post is not subject to political restrictions.

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We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This person specification includes what we believe are fully justifiable essential and desirable selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	√
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	

Information on types of criminal records checks is available at:

<https://www.gov.uk/disclosure-barring-service-check>

**** Political Restrictions**

Certain posts in the council are designated as 'politically restricted', which means that the post holder must not have any active political role either in or outside of work. Employees who have politically restricted posts are responsible for ensuring they do not engage in restricted activities. Where a post has been identified as politically restricted, the following statement must be included within the Person Specification:

This post has been identified as being politically restricted.

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*Where the post has been identified as **not** being politically restricted, the following statement must be included:*

This post is not subject to political restrictions.