



Role Title	Learning manager- Children with a Social Worker
Job Family	Families Directorate
Competency Level	Principal Officer/Manager
Pay Range / Scale	PO3
Purpose SCHOOL SUPPORT <ul style="list-style-type: none"> To develop and deliver specialist support/advice for the Virtual School and establish and maintain constructive relationships and ongoing communication with DSLs and key senior professionals in schools and colleges To provide expert advice, guidance and specialist support to schools, colleges and Waltham Forest services around the needs of the cohort and creative strategies to meet them To collect and analyse data to inform strategic work To liaise with schools to gather information about the progress of young people, taking account local protocols and statutory guidance To hold schools to account and to challenge them if young people are not making or exceeding expected progress in relation to the agreed strategies ensuring relevant legislation, regulations and policies are complied with. To ensure legislation and guidance is applied when working with schools & colleges to encourage increased levels of attendance and reduced numbers of exclusions with a variety of complex cases including young people with Special Educational Needs Wider professional networks are included to ensure a wrap-around strategy is agreed and implemented to affect best outcomes for young people's learning and home life. Develop strong relationships between schools & colleges and Waltham Forest Virtual School, which maximize the outcomes for young people with a Social Worker in Waltham Forest Create a strategic, research-based training offer for schools and colleges around meeting the needs of young people with a social worker in an innovative and effective way Share information about children with a social worker appropriately with schools and colleges with high regard to the need for confidentiality, discretion and diplomacy Challenge low aspirations and increase aspiration for children with a social worker. Create and deliver an ongoing strategic programme of training and support for social workers to meet the educational needs of their young people 	
Generic Accountabilities	End Results/ Outcomes
Provide advice and make recommendations based on up to date knowledge and analysis / evaluation of information. Manage escalated or complex issues within the relevant area. A creative and innovative approach is applied to young people's education which goes beyond statutory guidance and policies	Expert advice, information, interpretation and support are provided on the full range of technical / professional issues within the area of responsibility. Issues are managed through to a satisfactory conclusion. Risk to the Council is minimised. New policy is developed in response to the needs of young people

Commented [KW1]: Added from EA SO2 Post



Deliver a specialist aspect of service delivery, which engages customers / stakeholders and enables them to make effective use of the service.	The service is delivered to the quality, organisational and professional standards required Issues are managed through to a satisfactory conclusion. The service meets organisational requirements and reflects customer / stakeholder requirements / needs, within organisational constraints.
Maintain all required records and information based on up to date knowledge and analysis / evaluation of information. Interpretation of complex information, for input into reports.	Procedures are adhered to and all information is correctly recorded and processed. Accurate, complete and relevant information / records / reports are provided for internal and/or external use.
Use expertise and innovation to develop specialist documents, materials & activities to support and promote the service area.	Expert advice, information, interpretation and support are provided on the full range of technical & professional issues within the area of responsibility. Communications are clear, well planned and effectively targeted. Creative approaches are applied to the development of all materials, activities and documents which are delivered within timescales and go beyond the statutory offer
Create documents, reports, correspondence from the information provided, using standard formats and software Analyse data for trends and to inform practice Provide advice and guidance to colleagues, customers and stakeholders. Manage escalated or complex customer issues within the specialist area.	All materials are produced to the required legislative and or Council standards and timescales. Recorded information is accurate. Expert advice, information and support are provided on the full range of issues within the field of expertise. Queries and issues are effectively managed. Appropriate action is taken to resolve the issue. Stakeholders are satisfied. Risk to the Council is minimised.
Maintain information systems which support the specialist area. Contribute to the development of these systems.	Reports are accurate, complete and meaningful. Changes to systems, are identified and recommended. Systems meet operational requirements
Work closely with others to clarify changing customer / organisational requirements.	Work is carried out in a way that is safe and without risks to health. Customer requirements are identified and documented. Improvement opportunities are identified and recommended.



<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p> <p>Customer requirements are identified and documented.</p> <p>Improvement opportunities are identified and implemented through an innovative approach</p>	<p>All policies and procedures are complied with.</p> <p>Specialist work area reputation is maintained or enhanced.</p> <p>Stakeholders are engaged with activity relevant to them.</p> <p>Positive feedback is received from stakeholders.</p> <p>Model, lead on and share best practice.</p>
<p>Communicate effectively with internal and / or external customers/ service users.</p> <p>Provide information and resolve complex problems</p> <p>Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.</p>	<p>Work is carried out in a way that is safe and without risks to health.</p> <p>Work is completed to a high standard from a number of different working locations</p>
<p>Prepare and present a full range of reports (both standard and non-standard) covering area of responsibility.</p>	<p>Reports are prepared, distributed / presented to the appropriate committee/ to the required standards and timescales.</p> <p>Evidence based recommendations are made.</p>
<p>Manage a portfolio of Projects and Reviews.</p> <p>Develop specific projects as required.</p>	<p>Projects are delivered to agreed specification, timescales and budgets.</p> <p>Change initiatives are successfully integrated and implemented across all impacted service areas.</p> <p>Value for money is achieved.</p> <p>Ongoing savings secured.</p>
<p>Co-operate with and support colleagues.</p> <p>Make decisions swiftly in accordance with, but not limited to, statutory guidance and legislation</p>	<p>Colleagues are supported.</p> <p>Required information is provided.</p> <p>Well informed decisions are made in the interests of care-experienced young people</p>



<p>Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.</p>	<p>All policies and procedures are complied with.</p>
<p>Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.</p>	<p>Work is carried out in a way that is safe and without risks to health, regardless of location.</p>
<p>Job Specific Accountabilities:</p>	
<p>RELATIONSHIPS</p> <ul style="list-style-type: none"> • To work with young people to support them to have high aspirations and to achieve their potential • To establish productive working relationships with young people with a social worker • To develop and implement a range of interventions and mentoring for young people in need of support • To promote progress, positive behaviour and attendance • To work creatively with schools, colleges and services to address a wide range of needs 	<p>Young people have equality of opportunity to achieve their potential</p> <p>Relationships are developed between the young people and the Virtual School Learning Manager</p> <p>The Team Around the Child challenges and motivates the young person, promoting and reinforcing self-esteem</p> <p>Young people's short and long-term goals are given appropriate weight in safeguarding and educational planning</p>
<p>EDUCATION PROVISION</p> <ul style="list-style-type: none"> • To oversee provision of high quality support for young people with SEND • To progress the reintegration of young people who have been excluded from or absent from school • Work to ensure children with a social worker are supported in the process of school admissions, ensuring all young people have access to the right 	<p>Education transitions are managed effectively for the benefit of young people with a social worker</p> <p>Appropriately challenge and support schools for young people they are considering excluding and apply statutory legislation and guidance.</p> <p>Applications for schools are made in statutory time frames, including in year admissions</p> <p>Complex cases are dealt with professionally with benefit of expert knowledge.</p>

<p>education provision</p> <ul style="list-style-type: none"> To enable the TAC to support young people at times of educational transition 	
<p>EDUCATION PLANNING</p> <ul style="list-style-type: none"> To lead on the strategic development and implementation of Educational planning for children with a Social Worker Quality Assure Education Planning in accordance with the QA process of the Virtual School 	<p>Education Planning plots progress, expected age related attainment outcomes, attendance and exclusion.</p> <p>Young people make expected or accelerated progress. Schools and social workers employ a range of interventions when progress is not achieved.</p>
<p>EDUCATION SUPPORT</p> <ul style="list-style-type: none"> To establish and maintain constructive relationships and ongoing communication with key senior professionals in schools, settings & colleges To provide expert advice and guidance to schools about young people's needs and develop creative strategies to meet them Make swift decisions around the education of young people with social worker which minimise drift To liaise with schools and colleges to gather information about the progress of young people, taking account of local protocols, statutory guidance and parents & young people's consent To apply legislation, statutory guidance and initiatives when working with schools, colleges 	<p>Relationships are developed between education and training providers and the Waltham Forest Virtual School, which maximizes the outcomes for young people with a Social Worker in Waltham Forest.</p> <p>Services understand legislation, research and initiatives pertaining to young people and how they apply to their setting.</p> <p>Information about young people is shared appropriately with schools and colleges with high regard to the need for confidentiality</p> <p>Shape services through effective, innovative decision making and evaluation of strategies for impact.</p> <p>Schools, colleges and training providers are challenged and supported to enable young people to achieve their potential</p> <p>Wider professional networks are included to ensure a wrap-around strategy is agreed and implemented to affect best outcomes for young people with a Social Worker.</p>



<p>and services to encourage increased levels of attendance and reduced numbers of exclusions</p>	
<p>PROFESSIONAL RELATIONSHIPS</p> <ul style="list-style-type: none"> • To establish constructive relationships and communicate with other agencies/professionals, to support achievement and progress of young people with a Social Worker • To establish constructive relationships with social care, with parents/carers, exchanging information, facilitating their support for their young person's attendance, access and learning and supporting home to school and community links • To convene, lead and organise other meetings as necessary, including professional meetings, strategy meetings, and SEND meetings, ensuring that the educational needs of the young person are fully considered and planned for. • Use advanced knowledge of young people known to Children's Social Care and the wide range of inter-connected services and disciplines to undertake and co-ordinate complex work 	<p>Skilled professionals around the young person are better equipped to understand and support their learning profile and are able to respond to need more flexibly.</p> <p>Effective joint working takes place between the Virtual School and other services in and out of Waltham Forest</p> <p>Young people's Life Chances are improved</p> <p>Young people's education is of paramount importance and every young person is well supported on an appropriate learning pathway</p>
<p>VIRTUAL SCHOOL SUPPORT</p> <ul style="list-style-type: none"> • To manage a large and flexible cohort of vulnerable young people with varying needs, prioritising and responding to events as necessary, including other cohorts within the Virtual School's remit such as children in care and previously looked after children • To attend and participate in regular meetings • To participate in training and other learning activities as required • To lead on the organising and development of training for school 	<p>The Virtual Headteacher can discharge their statutory duties effectively and has access to a wider team of specialist workforce able to act as the voice across Local Authorities.</p> <p>Senior Management of the Virtual School is represented at all times, including school holidays when other senior staff members may be on leave.</p>

<p>and college staff, parents/carers and wider services</p> <ul style="list-style-type: none"> • To supervise young people on visits, trips and out of school activities as required • To liaise and work in partnership with professionals from social care, school and college pastoral & safeguarding teams, training providers and other agencies and services who have responsibility in relation to our young people • To be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested • To attend to essential administrative tasks associated with the role • To deputise for the Headteacher and Assistant Heads of the Virtual School, when required. • Any other reasonable duties which the post holder's line manager may determine from time to time 	
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Nature of Contacts

Typically involves Heads of Service, and Senior Managers across the authority, and external agencies and organisations providing advice regarding development of standards relating to safeguarding best practices/protocols. Ensuring these are effectively communicated, managed and maintained as relevant within the scope of this post.

Involves direct contact with young people including dealing with challenging situations where influence may be needed.

Liaise with and/or advise senior members of staff regarding service issues and processes.

May involve direct contact with members of the public.

Develop sensitivity, persuasiveness, and negotiation and assertiveness skills to communicate with diverse audiences in emotive circumstances. Liaise with people at all levels confidently, sensitively and diplomatically.

Deal with people at all levels confidently, sensitively and diplomatically.

Procedural Context



Act within guidelines and standard procedures with discretion to allocate or otherwise organise work to meet service delivery requirements.

Usually works within laid down procedures but needs to deal with day-today issues without always referring to others.

Decisions will be made based on Council and legislative policies and procedures

Responsible for meeting performance standards within a policy framework and regulatory guidelines.

Occasionally the post will be expected to work from other locations

Key Facts and Figures

- This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs.
- The post holder will be able to work using an organised autonomous style and have the understanding of management responsibility within the scope of the post.
- The post holder will be required to travel frequently to education & training provision and meetings inside and outside of the borough, with the expectation that they will normally be present in council offices and locations across the borough 3-days per week
- They will on occasion be required to work outside of office hours e.g. supporting the team at public events or at offsite meetings or events.

Resourcing

Supervisory Responsibilities:

Knowledge, Skills and Experience

Knowledge:

- Knowledge of Children’s Services and schools.
- Knowledge of the role of the Virtual School.
- Knowledge of the barriers that young people with a Social Worker have to overcome
- Knowledge of how to support children and young people through educational transitions
- Knowledge of statutory guidance and legislation relating to CIN, CP and Care Planning



- Understanding of the SEND Code of Practice, Admission Code and guidance relating to suspensions & exclusions, school attendance and safeguarding
- Understanding of Key stages of development

Skills:

- Ability to work with the minimum of supervision.
- Willingness to step into deputise for the senior management of the Virtual School as and when required.
- Excellent inter-personal and communication skills, both orally and in writing.
- Ability to prioritise and be highly organised.
- Ability to be solution focussed and proactive.
- Ability to establish productive professional relationships with a range of professionals, including senior teachers & social workers.
- Ability to successfully implement strategies to support children to have high aspirations and achieve, behave and attend well in school, and other settings.
- Ability to be approachable and flexible.
- Have the appropriate ICT skills to perform the role effectively
- Have the skills and determination to make a significant difference to the lives of vulnerable children and young people
- Ability to play a key role in a proactive and supportive team
- Ability to contribute to the personal and social development of vulnerable children and young people

Experience:

Essential

- Experience of establishing successful learning relationships with children and young people across the ability range, including those with challenging, complex behaviour
- Significant experience working within the education system

Desirable

- Lived experience of involvement with children's social care
- Experience of multi-agency work, e.g SEND Service, Children's Social Care, CAMHS etc

Indicative Qualifications

Degree or equivalent or vocational qualification in relevant subject or area
Evidence of Continuous Professional Development



The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.