



Job description			
Job title	Key Stage 4 and Post 16: Education and Employability Practitioner		
Grade	J		
Directorate	Children's Services		
Service/team	Virtual School		
Accountable to	Virtual School Head Teacher		
Responsible for	Education, training and employment advice and guidance to support young people and those working with them.		
JE Reference	K012362	Date Reviewed	31.12.2021

Purpose of the Job

To provide advice and guidance to young people in Key Stage 4, and beyond to enable them to access appropriate education, employment, or training and support better outcomes for young people who are cared for or are Care Experienced.

The Virtual School Team must be able to respond to the sudden and constantly changing needs of the young people it supports. Staff must be flexible and willing to take the nature of the service into account when carrying out the accountabilities of the post.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Make necessary arrangements to ensure that young people are provided with high quality advice and guidance and are supported in their transition from Key Stage 4, on to the next stage of their education, training, or employment.
2. Liaise with the PEP Co-ordinator and Lead Practitioner for Secondary education; ensuring that young people's transition to Key Stage 5 or employment is managed in a planned and co-ordinated manner.
3. Provide professional guidance, advice support to social workers, personal advisors, teachers, tutors, engagement workers, employment



officers and any other relevant professionals in relation to ensuring that young people are provided with the best opportunities for education, training, or employment.

4. Provide challenge, training and advice to schools, colleges, or other providers and professionals where provision, or services to them fall below the expected standard.
5. Work directly with young who have been identified as needing additional/enhanced intervention or may have special educational needs; to promote their engagement (i.e. young people who have been identified as either being at risk of, or being not in education, employment or training).
6. Be an active member of the EET Panel, providing advice and support to other professionals and contributing to effective multi-disciplinary recommendations to support young people getting into education, training, or employment.
7. Ensure that matters are escalated to the Virtual Head Teacher where issues are not resolved, or addressed; or where there is delay, and drift to a young person's PEP, or action plan (post 18).
8. Contribute to reviews of policies and procedures relevant to the service as well as, when requested, contribute to overall evaluation of the work of the Virtual School.
9. Provide regular and timely reports relating to young people's destinations, and outcomes and contribute to the wider reporting systems of the Virtual School. This includes summaries and/or reports on individual young people, or particular pieces of work, as required, including in certain specified instances reports for the Court, or other bodies.
10. In conjunction with young people, act as an advocate with, or on behalf of them to enable their voice to be heard and support them and others to access quality educational provision and experiences.
11. To work positively and constructively with both internal Knowsley MBC multi-professional colleagues (i.e. Inclusion and Behavioural Officer, Educational Psychologists, Social Workers, IRO's, Residential Workers, Foster Carers, Knowsley Works, Advice and Tracking Team etc.) In addition, external multi-professional colleagues (i.e. Teachers, Mentors, Learning Assistants, Alternative Provision providers and any other relevant professional).
12. To maintain a regular, timely and accurate record of work with individual young people in accordance with Knowsley MBC recording policy.
13. To ensure that all matters of concern on individual cases, especially such issues as safeguarding matters or serious risk, are quickly and appropriately discussed with either the line manager or head of service.



14. Engage in professional development opportunities and keep up to date with local and national developments for Cared for Children and Care Experienced People and their education.
15. To promote equality of opportunity and anti-oppressive practice in all aspects of work, whether with individual young people, colleagues or the service as a whole.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.