



Education Advocate for Children we care for Specialism - Children seeking safety and asylum (CSSAA)

Salary: Band 7, **£31,067 to £35,235** per annum full time equivalent

Contract: **Fixed Term / Secondment** for up to one year from 1 May 2025

Hours: **Part time** (29.6 hours per week), **Term Time Only** (39 weeks per year)

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. It is also committed to promoting quality education across the city that works to improve outcomes for children.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

About the Team

The Portsmouth Virtual School and College for Children We Care For (CWCF) is situated in the Children's Families and Education Service and is led by the Virtual School and College Headteacher. The remit of the team is to improve the educational outcomes for Portsmouth's CWCF, wherever they may be placed.

What is the role?

We are committed to professional development and will provide training for the successful candidate. If successful you will be joining a challenging and supportive team whose priority is to improve educational outcomes for Portsmouth's children and young people in the care of Portsmouth City Council.

We are looking for someone who is able to:

- To champion, advocate and provide support for those children and young people who are seeking safety and asylum and children we care for from pre-school through to Year 13.
- Provide advice and support with collaborative partnership working with social workers, and carers and the wider network who support children we care for, including those children and young people who are seeking safety and asylum.
- Liaise with schools to ensure that those Children we care for, including those children and young people who are seeking safety and asylum are being given

appropriate levels of support, so they are able to attend and engage successfully in their education.

- Ensure all pupils have an educational place able to meet need.
- Liaise with other Children's services staff to ensure that individual Children we care for, including those children and young people who are seeking safety and asylum, have access to the support they need to make good progress and thrive in school.
- Support social workers in undertaking Personal Education Plan and Personal Opportunity Plan meetings and the monitoring of the educational progress of all Portsmouth Children we care for.
- Attend appropriate and relevant staff development opportunities.
- The careful monitoring of records and reports of any external assessments completed to identify needs and communications. This may include requests for virtual school contributions for children we care for annual reviews and contributions for baseline/other assessments.
- Monitor, review and support the attainment, progress and attendance of children cared for by Portsmouth local authority.
- Represent the local authority at individual Personal Education Planning (PEP) or Personal Opportunity Planning (POP) meetings/ SEN annual reviews/CWCF Reviews/planning meetings and assist in setting robust educational targets.
- Chair and lead personal education plan and/or personal opportunity plan meetings.
- Write up robust personal education plans that include SMARTER targets to support the improvement of educational outcomes for our children.
- Audit and quality assure personal education plans/personal opportunity plans to ensure these are robust and high-quality meeting the presenting and communicated needs of the child/young person.
- Support the wholistic development of the children we care for (e.g. enrichment activities, holiday clubs and residential).
- Work regularly with external agencies other than education, such as CAMHS Start, interpreters, youth justice and health colleagues.
- Maintain confidentiality of young people information and records.
- Negotiate/influence decision making in the best interests of the young people you work with.

Who is the person?

You need to have:

- Substantial relevant experience of working with children- e.g., Teaching, Teaching assistant, Social Work assistant, working with children who are seeking safety and asylum.
- Evidence of working within a trauma informed framework - evidence to include attachment aware and trauma informed methodology used in practice.
- Able to demonstrate knowledge of strategies and interventions that improve the outcomes of vulnerable children and young people (academically and social and emotionally).
- Good knowledge of Early years, Primary, Secondary or Post 16 curriculum.
- Experience of working with children we care for.
- Experience of working with other agencies e.g. Education, Health, Social Care.
- Able to liaise with a range of professional colleagues.
- Ability to work both as part of a small team under the direction of a line manager as well as independently.
- The ability to form productive relationships with young people and the wider team around.
- Excellent literacy and numeracy skills - minimum Level 2 (GCSE or equivalent) English and Maths.
- Experience of working with IT, such as Microsoft Office.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way, and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.