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| **Job Description**  |

**Job Title: Education Advisor, Grow, Achieve and Learn Consultant Reporting To: Regional Manager**

**Location: Kent and Essex (office base Kent)**

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**Role Purpose:**

The post holder complements the work of By the Bridge with Cambian, foster parents to give our children and young people, aged 0 – 18, outstanding chances to excel.

The post includes: facilitating partnership working with the local education authority where foster parents experience obstacles in accessing appropriate education services/resources for their foster child; provision of the Grow Achieve Learn programme; direct work with young people & guidance on Early Years learning. The role also requires the completion of safe and welfare checks with young people, as and when required.

**About By the Bridge:**

By the Bridge with Cambian is an innovative, dynamic, independent fostering organisation providing high quality foster care and services to children and their foster families.

We aim to create an environment where all people feel valued and can grow, develop and achieve their goals.  We work to ensure that By the Bridge with Cambian is an innovative, creative and dynamic organisation, whom thrives on the diversity of its staff, families and children, to ensure that we assist and care for those most vulnerable, and advocate with them, and on their behalf.

**Responsibilities**

* Enhance formal educational achievement; secure suitable education places.
* Manage activities and opportunities to fill gaps in educational experience, stretch achievements and prepare for independence.
* Promote Early Years understanding, skills and development.
* To co-ordinate and facilitate events for children and young people
* To co-ordinate and facilitate Youth Forums with young people to capture the voice of the child and embedding those views in our service
* To complete and submit weekly education reports on children and young people that the Education Advisor, Grow, Achieve and Learn consultant is actively involved with.
* To maintain oversight and promote engagement for young people in independence planning for those young people reaching 16.
* To undertake initial visits with children and young people when they join a fostering family, alongside completing direct work with young people; where required.
* Complete safe and welfare checks with children and young people.

**General Responsibilities**

* Help to navigate through local education authority processes to secure suitable school places or provision, and devise action plans as necessary to ensure that all children placed within the branch are attending an appropriate education provision.
* Working with young people, who are not in education, employment or training and the wider professional network
* Attending and supporting at PEP’s and EHCP Reviews; when required
* Seek academic/vocational accreditation wherever possible; engage with young people to make opportunities available.
* To support young people with their aspirations for post 18 educational opportunities and provide practical support.
* Create action plans where any children or young people are experiencing difficulties with schooling in order to address the issues.
* Advocate for children where prejudice, problems or exclusions arise.
* Provide training for foster parents in working with schools and others to establish targets for children and for foster parents to monitor progress against these.
* Create and coordinate Grow Achieve Learn events & opportunities to assist young people to enhance their life skills.
* Stay up to date on legislation and guidance regarding education, 14-19 and Early Years.
* Implement paper and electronic systems of recording and reporting data, particularly attendance and attainment,
* Forge links with Early Years opportunities and resources
* Regional Travel within Kent and Essex is required.

**Person Specification**

* Excellent IT skills, specifically Excel (pivot tables, v-lookups etc.)
* Attention to detail
* Organised
* Methodical
* Excellent communication skills (written and verbal)
* Self-motivated
* Ability to prioritise
* Positive attitude
* Confidentiality

**Personal and Professional Specifications**

* Solid background in a related field such as youth work, children’s advocacy or education services
* Experience of working in, or knowledge of, fostering or children’s social care services would be an advantage
* Ability to process complex detailed information
* Ability to prioritise and multitask
* Ability to think intuitively
* Excellent problem solving abilities, including adaptability and flexibility
* Positive, can-do attitude
* Ability to see tasks through to completion
* Ability to appropriately manage highly sensitive and confidential information
* Integrity and professionalism
* Excellent communication skills
* Excellent IT and administration skills
* Self motivated
* Ability to work as an accountable team member

**Safeguarding Children:**

Safeguarding Children is central to all that By the Bridge with Cambian does. The Regional Manager role means that the Regional Manager is in a prime position to notice any actual or potential safeguarding concerns and must follow the By the Bridge with Cambian’s reporting procedure if they have any cause to be worried about a child’s well-being. The Regional Manager will be required to undertake mandatory online and taught safeguarding training within their induction period.

By the Bridge Ltd may vary your job description from time to time to reflect any development of your role necessary in consequence of regulatory change or operational needs.