

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	EBSNA Support Officer	Grade:	PO2
Reports to (Designation):	Assistant Headteacher	Grade:	L4
Directorate:	CYP	Department:	Virtual School

Main Purpose of the job:

To work across our local authority, supporting Children Looked After at risk of EBSNA, helping them re-engage with learning and rebuild a positive relationship with education. The role will also require work with families, education settings, and wider support services to improve outcomes for vulnerable pupils.

Summary of Responsibilities and Personal Duties:

- Manage a case load of Children Looked After at risk of EBSNA, helping them re-engage with learning and rebuild a positive relationship with education.
- Work directly with schools, families, and external agencies to investigate and understand the child's unique differences, needs, circumstances, and the root causes of school anxiety.
- Identify and map each child or young person's stage in the EBSNA trajectory (this will include looking at red flags, early warning signs, indications of burnout, recovery, rediscovery of learning) and co-produce a tailored support plan.
- Build trusting relationships with pupils, fostering emotional safety, motivation, and equity.
- Support families through guidance, advocacy, and signposting to relevant services and networks.
- Facilitate and attend multi-agency meetings and ensure a joined-up approach to intervention and review.
- Offer advice, support and continuing professional development to schools around best practices for inclusion and attendance, particularly in relation to neurodivergence, anxiety, trauma, and emotional regulation.
- Collect and report data, evaluate impact, and contribute to authority-wide understanding and strategy around EBSNA.
- Work flexibly across a range of school and community settings including residential and foster care settings, adapting approach and engagement style based on individual and family need.
- Develop a new EBSNA education policy that will define the Virtual School offer to schools and other agencies
- Take lead responsibility for the coaching and mentoring cohort of students with EBSNA and relevant professionals within schools ensuring a good understanding of neurodiverse specific issues including appropriate language

- Lead on negotiating individual education plans with schools to enable them to make reasonable adjustments for students with EBSNA
- To have responsibility for strategic Pupil Premium spend for the relevant CLA cohort

Internal Contacts: These include Virtual School Staff, Social Workers, SEND Officers, Educational Psychologists

External Contacts: This will include relevant school staff, CAMHS professionals, commissioned mentors and tutors

To carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

To carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: N/A

Title:	Grade	No of posts
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Number of partially managed staff:

Title:	Grade	No of posts
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PERSON SPECIFICATION

Job Title: EBSNA Support Officer

Grade: PO2

Department: Virtual School

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person and are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	S
Understanding of how equality and diversity relates to this post	S
Knowledge	
Knowledge of safeguarding, multi-agency working, and inclusive practice in education and especially in relation to Children Looked After	
Aptitude	
Strong proven communication, record-keeping, and casework management skills.	
Skills	(To Be Tested – T)
Skills can only be used as shortlisting criteria if the skill is to be tested	
A good standard of literacy	
A strong awareness of EBSNA appropriate language	
Experience	
Experience working in schools (including Virtual Schools) with vulnerable learners	S
Strong understanding and experience of EBSNA, mental health in children and adolescents, and school-related anxiety.	S
General Education	
A good standard of literacy	

Personal Qualities		
Empathetic, child-centred, and solution-focused.		
Reflective and resilient in managing complex emotional needs.		
Collaborative and skilled at building partnerships across services.		
Use of neuro-affirmative language and neuro-affirmative practice at all times		
Confident in advocating for inclusive education and promoting pupil voice.		
Circumstances		
Flexibility to travel across settings and work occasional out-of-hours if required.		
Physical		
Generally candidates must meet the standard Lewisham requirements for the post		

DBS Disclosure Required
Basic ☐
Standard ☐
Enhanced ☒

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)