

# LONDON BOROUGH OF LEWISHAM

## JOB DESCRIPTION

**Designation:** High Intervention Worker (CLA)

**Grade:** PO2

**Reports to (Designation):** Deputy Headteacher of Virtual School    **Post No:**

**Department:** CYP

**Section:** Virtual School

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### **Main Purpose of the job:**

To raise the educational outcomes of an identified cohort of Looked After Children (CLA) to Lewisham.

To lead on education planning for the team around the child in all CLA cases providing specialist support to a range of professionals.

To provide early intervention specialist support for Looked after Children to ensure maximum engagement.

To provide effective monitoring and auditing of educational achievement of Looked After Children.

To provide direct support to individual Looked After Children to raise educational outcomes.

To provide relevant advice on education of CLA to Virtual school staff and a range of partner agencies.

To work with the Headteacher of the Virtual School to develop a comprehensive strategy for raising the attainment of the cohort.

To devise and deliver appropriate training to a range of professional staff and organisations

To work with vulnerable young people who may exhibit a range of emotional and behavioural difficulties

To take a leading role in identifying and commissioning suitable educational provision for individual CLA if mainstream is not appropriate

To lead on commissioning a range of specialist resources for an identified CLA cohort including alternative education provision and specialist education placements.

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### **Summary of Responsibilities and Personal Duties:**

#### **PERSONAL DUTIES**

1. To provide advice and guidance as required to social workers, school staff, carers and foster parents, young people and other professionals where there are concerns about education issues for CLA.

2. Managing a caseload of CLA with a high level of need and working to improve their educational outcomes. This will normally be approximately 20-30 young people but may change according to levels of need.
3. To undertake the collation and analysis of education statistics in relation to CLA. This will include reporting on specific outcomes relating to cohort progress to provide effective data and reports for the virtual Headteacher.
4. To work with schools, particularly designated teachers and with social workers to identify education needs of Looked after children in the writing of PEPs.
5. To liaise with other Local Authorities and schools outside Lewisham where children are placed outside the Borough or in alternative provision. This will involve ensuring that students placed out of borough receive the same level of support.
6. To identify, devise and deliver training to teachers, social workers, foster carers and other relevant groups.
7. To attend relevant panels, working parties and multi-agencies acting as an advocate for CLA.
8. Contribute to the production of statistics and reports for presentation as required by the DfES, Department of Health, Council, Directorate Management Teams and elected members.
9. Keep abreast of current and impending legislation and use it constructively in the areas of education of CLA. Attend appropriate training as required.
10. To lead on informing and educating schools and other interested parties, on the barriers that CLA face and need to overcome to achieve in education.
11. To manage own caseloads within the guidelines of regular supervision.
12. To take the lead in supporting CLA within an educational establishment in relation to their course work, exam revision and preparation.
13. To report to the Headteacher, Social, care and health and carers on the outcomes of interventions made for identified LAC and recommend changes in policy or procedure for future practice.
14. To plan interventions of proposed work with CLA. Evaluating the interventions and adjusting planning to meet individual needs of CLA.
15. To be responsible for maintaining accurate and comprehensive records of day to day planning and interventions using the ICS system.
16. Responsible for allocating and signing off budget spend for allocated cohort.
17. Communicating council policy to a range of stakeholders
18. Managing education provision for identified cohort including allocating relevant staff such as tutors and teaching assistants, including the commissioning of any necessary services/support.

19. To take a lead on developing guidance for schools, social workers, carers and residential homes on strategies to improve the educational outcomes for CLA
20. To lead on providing support to Designated Teachers to promote improved outcomes for CLA
21. To lead on ensuring that CLA who find it difficult to cope with mainstream schools are allocated alternative provisions both in and out of borough
22. To act as advocate, mediator and negotiator, often in confrontational situations with a range of partner agencies. This will include initiating and participating in team around the child meetings to discuss and initiate strategies to resolve barriers to learning.

### **INTERNAL CONTACTS**

- Maintain links with staff in own and other Directorates, particularly Education Social Workers, Educational Psychologists, Head Teachers and appropriate Teachers and Social Workers.

### **EXTERNAL CONTACTS**

- Maintain links with appropriate staff in the health service.
- Maintain links with voluntary, community and parent groups.

To carry out the duties of the post with due regard to the Council's Respect and Dignity at Work Policy and Codes of Conduct.

All employees are required to participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

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

## **PERSON SPECIFICATION**

**JOB TITLE:** **High Intervention Worker**      **POST NO:** :

**DEPARTMENT:** **Virtual School**      **GRADE:** **PO2**

### **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 in relation to requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the 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 jobjobjobjobjobjob 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**

### **Knowledge**

Good working knowledge and understanding of legislation relating to CLA and Children's attendance at school. **S**

Good working knowledge of schools and their day to day operation under current legislation including curriculum issues relating to children's development. **S**

Good understanding of the issues faced by CLA, their families and carers. **S**

Understanding of the use of performance monitoring to ensure development of quality information systems. **S**

## Knowledge and understanding of the issues faced by children and families from ethnic minority communities **S**

Good understanding of how trauma can act as barrier to learning and development for CLA

Good working knowledge of commissioning practices and procedures **S**

## Aptitude

Demonstrable ability to build effective relationships with CLA and their parents/carers

Demonstrable ability to deal with difficult and challenging situations with tact and sensitivity

Demonstrable ability to think strategically, analytically and creatively with due regard to accountability.

Demonstrable ability to manage a varied workload with due regard to priorities and deadlines.

Demonstrate ability to form positive relationships with vulnerable young people

Demonstrable ability to challenge and support colleagues in an educational setting

## Skills

Excellent communication skills both written and verbal

Excellent organizational skills

Demonstrable ability to use appropriate discretion when making representing the local authority on commissioning education placements

## Demonstrable skills in managing confrontational situations

Excellent interpersonal skills including empathy and listening skills

## Good presentation and training skills

## Experience

Relevant experience of working in or with Social Services and/or relevant experience of working in or with schools. **S**

## Experience of dealing with child protection and safeguarding issues

## Experience of working in a multi racial community based setting. **S**

Experience of writing clear coherent reports, project feedback and clear informative records. **S**

Experience of designing and delivering a range of education interventions and presentations to a range of audiences **S**  
Experience of working effectively as part of a multi-disciplinary team in a pressurised environment.

Experience of communicating effectively verbally and in writing with colleagues, professional staff and young people from a wide range of agencies **S**

Experience of commissioning childrens services **S**

## General Education

Excellent levels of literacy and numeracy  
Relavent professional qualification or significant equivalent experience.

**Personal Qualities**

Collaborative approach to problem solving.

Flexible attitude to the needs of the service

**Circumstances**

**DBS Disclosure Required?**    No        Basic        Enhanced     X

(Tick as appropriate – guidance available from your HR Advisor)

**Physical**

Generally candidates must meet the standard Lewisham requirements for the post