

<b>Job Title</b>	Education Support Officer
<b>Responsible To</b>	Resource Manager
<b>Location</b>	Home Based (Greater Dublin or Midlands)
<b>Hours</b>	35 Hours Per Week
<b>Overall Purpose</b>	<ul style="list-style-type: none"> <li>• Delivery and development of the Education Service within FFI.</li> <li>• To facilitate the right of every young person placed with FFI foster carers to access an appropriate education.</li> <li>• To provide support to carers and young people to meet their educational potential.</li> </ul>

#### Core Tasks:

- Responsibility for the delivery of the Education Service to young people and carers
- Contribute to the development of the education provision, training and resources in response to the needs of service users.
- To maintain young people in Education and promote positive educational outcomes
- To maintain an updated knowledge of all education initiatives and legislative changes.
- To promote the Education Service with all stakeholders both internally and externally.
- To contribute to the development and implementation of the FFI Business Strategy

#### Education Support

- Work effectively as part of the agency's resource service to support the needs of young people
- To undertake a holistic approach in the educational support and tutoring of young people by taking account of their social emotional, physical and familial needs.
- Work in partnership with other members of the resource and social work service as well as other agencies/service providers to support children throughout their education journey
- To provide specific support to young people at key stages of their education such as exam years, transition to new school and independence.
- To ensure that those young people with Special Educational Needs are having their needs met, and that carers are supported.
- To promote young people's participation and ensure that their educational needs and wishes are reflected in decision-making.
- To facilitate the educational placement of young people by liaising with the relevant professional bodies, and maintain regular contact with all schools and carers as appropriate.
- To monitor all educational placements and attend/advise those reviews and meetings that require educational input.
- To monitor and support educational attainment through oversight of school reports, exam results and other achievements
- To liaise and inform all social work staff regarding the current educational progress of the young person.
- To develop, deliver and facilitate, groups, training and workshops for young people, foster carers and staff
- To network with local schools, academies and education departments

- To coordinate and manage education programmes and give advice and guidance to carers and staff when they are working with young people on educational activities.
- To attend and contribute to Team Meetings, staff meetings, groups and training where required

### **Compliance**

- Ensure that all Education records are maintained in line with FFI recording policy
- Report as required to the Resource Manager on education performance and service delivery
- Ensure that the Education Service is delivered in line with internal FFI policies, national policies and statutory requirements
- Prepare and present reports and information relating to the service in line with agency standards.
- Monitor the effectiveness of interventions which have been put in place

### **Child Protection and Safeguarding**

- Ensure that the protection of children and the promotion of their welfare is given absolute priority in line with relevant legislation
- Ensure adherence to child protection procedures and critical incident reporting in line with relevant legislation and FFI policy

To carry out any other duties that the Director/Line Manager deems appropriate and to be accountable to them.

The above job description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the development of the post.

### **Additional Duties:**

Due to the nature of certain job roles, the actual hours of work may differ from the standard Monday to Friday, 9am to 5pm and you will be expected to work in a flexible way and provide additional working time where necessary when tasks not specifically covered in the job description, have to be undertaken. For some posts, such as those directly working with carers and children or young people, this may include working in the evenings or at weekends on occasions.

1. The post holder will respond sensitively and professionally to the children, young people and families who work with FFI.
2. The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post.
3. The post holder will be expected to reach a minimum basic standard of I.T. competence to be able to use company electronic systems effectively.
4. The post holder will be expected to ensure that Health and Safety is observed in the course of employment.
5. The post holder will be expected to ensure and comply with Equal Opportunities Policy and Procedure in all employment practices.
6. The post holder will be expected to comply with the no smoking policy in place.
7. The post holder will be expected to work effectively as part of the FFI team.
8. The post holder will be expected to participate in the development of FFI to meet its aims and objectives.
9. The post holder will be expected to uphold and promote the professional image of FFI and the Key Assets Group at all time.

10. The post holder will be expected to adhere to the principals of the Data Protection Legislation.
11. The post holder will be expected to demonstrate that the Key Assets values are at the centre of all they do.
12. The post holder will be expected to promote and maintain positive anti-racist, anti-sexist and multicultural practices.
13. Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the Director informed of work in progress and informs the Director immediately of any child protection matter or serious complaint. Ensuring compliance with Child Protection Procedures with special reference to Children First Guidelines, Children First Act 2015 and reporting procedures.

**Please see requirements below**

### **Fostering First Ireland – Person Specification for Education Support Officer**

***Note to Applicant:*** When completing your application form you should demonstrate the extent to which you have the necessary education, experience, knowledge and skills identified for the post.

	<b>Essential (E) Desirable (D)</b>	<b>Short listed Criteria</b>	<b>Evidenced</b>
<b>Education/Qualifications</b>			
<ul style="list-style-type: none"> <li>• Level 8 degree</li> </ul>	E	✓	Application Form
<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> level qualification in SEN or Teaching</li> </ul>	D		Application Form
<b>Experience</b>			
<ul style="list-style-type: none"> <li>• 3 years post-qualification experience in education setting</li> </ul>	E	✓	Application Form
<ul style="list-style-type: none"> <li>• Proficient in the use of Microsoft Office</li> </ul>	E	✓	Application Form
<ul style="list-style-type: none"> <li>• A proven track record in working with and or on behalf of children, respecting and maintaining their individuality and promoting their positive development</li> </ul>	E	✓	Application Form
<ul style="list-style-type: none"> <li>• Experience of working to establish an environment where children and young people can become active agents in the learning process and develop lifelong skills</li> </ul>	E	✓	Application Form
<ul style="list-style-type: none"> <li>• Experience of working with Foster Carers and children in care</li> </ul>	D		Interview
<ul style="list-style-type: none"> <li>• Experience of group facilitation and delivery of training</li> </ul>	D		Interview
<b>Knowledge</b>			
<ul style="list-style-type: none"> <li>• A good working knowledge of relevant legislation including: Child Care Act 1991 and related regulation or guidance, Children First Act 2015, Education Act 2012</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• A knowledge of child protection reporting procedures</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Knowledge of the role of other agencies in particular Tusla</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Knowledge of child development</li> </ul>	E		Interview

<ul style="list-style-type: none"> <li>• A knowledge of the social emotional and educational needs of children in care</li> <li>• A knowledge of the impact of trauma on development</li> <li>• A knowledge of evidence- based research on what supports children to participate in learning</li> </ul>	E		Interview
	D		Interview
	E		Interview
<b>Professional Values</b>			
<ul style="list-style-type: none"> <li>• Ability to respect the individuality and specific needs of children and young people and promote holistic development</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Communicate effectively and in a manner that is professional, collaborative, supportive and based on trust and respect</li> </ul>	E		Interview
<b>Personal Skills</b>			
<ul style="list-style-type: none"> <li>• Ability to work with a degree of autonomy , in a flexible and creative manner, within the agencies policies and procedures</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Ability to plan and communicate clear and achievable goals to children, young people and foster carers</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Ability to work in an interagency and inter disciplinary way</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Ability to work in partnership with placing Tusla areas</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Excellent Report writing skills</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Administration and organisational skills</li> </ul>	E		Interview
<b>Miscellaneous</b>			
<ul style="list-style-type: none"> <li>• Prepared to be flexible regarding working hours including evening and week-end working</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Extensive travel is required within the FFI area</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• Full current Driving Licence and have the use of a car.</li> </ul>	E		Interview
<ul style="list-style-type: none"> <li>• A commitment to Equal Opportunities in all work practices</li> </ul>	E		Interview