

Post Specification

Date	May 2025
Post Group Number	PG8586
Post Title	Post 16 Lead
Job Family	People Care and Development
Job Family Role Profile	PCD13
Final Grade	PCD13

To be read in conjunction with the job family role profile

Service Area description

The Virtual School has an overarching role to promote the educational outcomes of all children with a social worker giving them maximum opportunity to reach their full educational potential.

There are three distinct areas that underpin the work of the virtual school:

1. Children with a Social Worker(CWSW):The Virtual School headteacher has a strategic leadership role to champion the educational attendance, attainment and progress of children with a social worker
2. Cared for Children: The Virtual School team act as educational advocates that parents are for others, this involves: ensuring that all young people gain swift access to appropriate educational provision, are well supported to make good progress and participate in activities, and gain the skills and qualifications needed to make a successful transition to adult life. The Virtual School support Cared for Children from pre-school to 18 years old.
3. The Virtual School team should provide advice and information for the purpose of promoting the educational achievement of previously looked after children (adoption, special guardianship or child arrangement order)

Purpose of this post

To improve outcomes in education, employment and training for Post 16 young people who cared for by Cumberland Council; helping them to prepare for adulthood.

The Virtual school are looking to recruit a member of staff to lead on promoting the education, employment and training for Post 16 young people. As Post 16 lead you will ensure that all post 16 young people gain access to education, employment and training and have opportunities to engagement activities.

In order to improve outcomes for all Cumberland Post 16 young people you will ensure that each young person has a high quality Personal Education Plan (PEP) in place that allows them to achieve good educational outcomes and gain the skills, qualifications and experiences needed to make a successful transition to adult life.

Key job specific accountabilities

1. To capture the voice of the Post 16 young people wherever possible to help inform planning for their future and the future work of the Virtual School.
2. To support schools and colleges across Cumberland and other parts of the UK to secure appropriate educational provision for post 16 young people
3. To develop better working relationships across education, social care, schools and colleges by facilitating a greater understanding of the different demands and statutory requirements in different sectors for post 16
4. To liaise with various education provisions to ensure post 16 young people have the opportunity to access education and gain qualifications and prepare for adulthood
5. To plan for smooth transitions between key stages of education, especially to Further and Higher Education

6. To work alongside Cumberland council post 16 colleagues across the directorate e.g Learning improvement service, SEND, adult services.
7. To work with partner agencies to support post 16 young people e.g Inspira, Cumbria Youth alliance
8. To work with a range of partners including staff from education, social care and families, in advising about educational provision for Post 16 young people
9. To work with other agencies across the country to ensure levels of school/college attendance are high and to ensure that carers and social workers are aware of their legal responsibilities to secure regular attendance at school or otherwise
10. To ensure that Personal Education Plans (PEPs) are completed and up to date as well as quality assured for this cohort of young people
11. To have knowledge and understanding of best practice by attending Post 16 Focus groups within Cumberland Council but also across the north west and north east.
12. To deliver training to a variety of audiences on best practice for supporting and promoting the education of Post 16, e.g designated teachers, social care, carers, residential workers
13. To provide advice and guidance in relation to post 16 Previously Cared For young people.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • None
Staff Management Responsibilities	<ul style="list-style-type: none"> • None
Other	<ul style="list-style-type: none"> •

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ Level 4 and/or relevant professional qualification in careers guidance, teaching, social work, FE
- Evidence of relevant ongoing professional development.
- Knowledge of the three main pathways at post 16 and preparation for adulthood
- Knowledge of the current legal requirements and guidance relevant to the role. E.g (school admissions, suspensions & exclusions, attendance, Promoting the education of CLA and previously CLA)
- Considerable experience of direct work with vulnerable children, young people and families, especially those at Post 16.
- Experience of work in a college/school and/or care setting with vulnerable young people
- Ability to communicate clearly and effectively with a range of people
- Strong relationship building skills and the ability to negotiate.
- Experience of working in a trauma informed, solution focused approach to support young people.
- Willingness to embark on training relevant to the post
- Significant experience of multi agency working to support a young person.

Disclosure and Barring Service – DBS Checks

- This post requires a DBS check.
- The level of check required is:
 - DBS Enhanced – Children

Job working circumstances

Emotional Demands	Normal to high
Physical Demands	Normal
Working Conditions	Normal

Other Factors

- Requirement to travel independently in Cumberland and beyond.