

# PERSONAL EDUCATION PLAN OFFICER



## Role Profile

<b>Title</b>	Personal Education Plan Officer	
<b>Grade</b>	Grade E	
<b>Reference:</b>	N1458	
<b>Reports to:</b>	Virtual School Headteacher	
<b>Work style Definition</b>	Mobile Worker	
<b>Job Type:</b>	Semi Professional	
<b>Primary purpose of role</b>	<p>The post holder will champion the education of Looked After Children (LAC) and/or care leavers, actively supporting them in reaching their educational potential and aspirations.</p> <p>The post holder will maintain robust oversight of Personal Education Plan (PEP) compliance and quality, liaising with all relevant stakeholders.</p> <p>The post holder will set up effective PEP monitoring, tracking and quality assurance systems to enable effective oversight, evaluation and clarity.</p> <p>The post holder will support the development of the Plymouth Virtual School, especially in regard to PEP phase developments, e.g. Early Years (EY), primary, secondary and Post-16.</p> <p>Support the delivery of training and development programmes for a range of key professionals, especially in regard PEP compliance, completion and quality. Undertake a lead role within the team, in consultation with the Virtual School Headteacher.</p>	
<b>Key accountabilities and key measures</b>	<b>Role Outcomes</b> <ul style="list-style-type: none"> <li>Responsible for ensuring that all Personal Education Plans (PEPs) are accurately completed within statutory timescales <b>(60%)</b>.</li> <li>Responsible for the quality assurance of all Personal Education Plans <b>(30%)</b>.</li> <li>Develop and deliver training and information sessions for all key stakeholders around the PEP process, including the sharing of best practice <b>(10%)</b>.</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>Continued and sustained improvement in the quality of PEPs for all Looked After Children.</li> <li>Effective communication between the Virtual School and key stakeholders.</li> <li>Accurate termly PEP quality data.</li> </ul>

<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Ensure that all Personal Education Plans (PEPs) are completed within statutory timescales and are of good quality - this will also necessitate close liaison with Designated Teachers, Social Workers and Independent Reviewing Officers <b>(60%)</b>. This will include:             <ul style="list-style-type: none"> <li>▫ Arrange all initial PEP meetings for new children in care, ensuring initial PEP compliance is improved and sustained through regular reporting to the Local Authority where necessary and liaison with key stakeholders and all PEPs are completed, accurate and of good quality.</li> <li>▫ Undertake all PEP correspondence with schools and settings, social care, foster carers and other partners and all related PEP admin.</li> <li>▫ Manage the process of ensuring the accuracy of information received</li> </ul> </li> <li>▪ Set up robust quality assurance systems and processes to cover all PEPs 4-18 and undertake close liaison with Virtual School Consultants and Headteacher to ensure effective tie up with Pupil Premium Plus spending and PEP targets <b>(30%)</b>. This will include:             <ul style="list-style-type: none"> <li>▫ Undertake effective analysis and reporting of PEP completion rates and produce ongoing/termly evaluations. Produce analysis and data findings to inform regular reporting and for sharing with other services/managers and to inform training needs.</li> <li>▫ Complete regular analysis of numbers of LAC attending PEPs and of those completing pupil view pages, ensuring that student voice is collated to shape their PEP meetings and documentation and influence service delivery and improve practice of all concerned – including social care and schools and settings.</li> <li>▫ Provide guidance in the development, implementation, monitoring and review of QA procedures, including developing and delivering training and information sessions for all key stakeholders</li> </ul> </li> <li>▪ Develop ways of sharing good practice e.g. work with a core group of Designated Teachers – primary, secondary, special, post-16 – and Social Workers to enhance PEP delivery/quality, collaborating with external ePEP provider <b>(5%)</b>.</li> <li>▪ Maintain up-to-date knowledge, skills and understanding relating to national/local legislation and guidance, initiatives and good practice strategies related to the role. Initiate and implement any required changes in discussion with team manager <b>(5%)</b>.</li> <li>▪ Ensure that all duties and responsibilities are carried out in accordance with Council policies and procedures and undertaking any other duties as directed and commensurate with the level of the post.</li> </ul>
<b>Essential qualifications / knowledge</b>	<ul style="list-style-type: none"> <li>▪ Education minimum of 5 GCSEs A*-C / 9-4 including English and Maths, or equivalent</li> <li>▪ Evidence of commitment to continuous professional development.</li> <li>▪ Good understanding of academic progress and attainment of children and young people.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Understanding of legislation and guidance for LAC and the Virtual School.</li> <li>▪ Understanding of specific vulnerability of LAC such as CSE, social and emotional needs and mental health.</li> <li>▪ Understand the need to champion LAC.</li> </ul>
<b>Desirable qualifications / knowledge</b>	
<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Effective practitioner experience working within educational or childcare settings.</li> <li>▪ Experience liaising with people at different levels and acting as a point of contact.</li> <li>▪ Ability and experience working to statutory timelines.</li> </ul>
<b>Desirable experience</b>	
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ A high level of competence and confidence with data management systems and IT applications such as word and excel</li> <li>▪ Personal communication is clear and confident</li> <li>▪ Effective inter-personal skills and ability to build effective working relationships</li> <li>▪ Excellent written communication skills</li> <li>▪ Ability to work in a team</li> <li>▪ Ability to work unsupervised using own initiative</li> <li>▪ Confident in holding others to account</li> <li>▪ Ability to work under pressure, to tight deadlines and manage time effectively</li> <li>▪ A flexible approach to problem solving.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	