

Job Description

1. Job Details

Job title:	Education and Support Service Assistant
Based at:	North East (a minimum of one day per week office in our North Tyneside office; remaining time worked from home or in the community as required)
Reporting to:	Education and Support Service Manager
Hours:	37.5 hour per week, Monday to Friday.
Contract:	Fixed-term for 12 months, with the possibility of becoming permanent
Working pattern:	Flexi-time applies; TOIL may be claimed for work undertaken outside normal flexi-time bandwidth.

2. Job Purpose

To contribute to the provision of a first class fostering service for children by providing specialist input and support to children and young people and their carers.

3. Main Duties and responsibilities

- To improve outcomes for children and young people through targeted work on either an individual basis or through groups or activities.
- Help to support and raise achievement for those in our care.
- Assist with the planning, organisation and delivery of Team Fostering activities, including leaving care activities.
- Help to gather educational or other information about the children and young people placed with Team Fostering.
- Develop and source materials and resources necessary to deliver placement support.
- Assist in maintaining detailed and up to date information on each child or young person.
- Promote high professional standards within every part of the service
- Promote equality of opportunity and an anti-discriminatory service.
- Attend relevant meetings with other professionals (e.g., Personal Education Plan meetings, care team meetings) to support carers and children/young people.
- Deliver support sessions for children and young people across the region in a range of settings, as required.
- Contribute to Team Fostering's commitment to innovation and continuous improvement, which may include participation in the delivery of training linked with education and wider support.
- Contribute to own professional development by taking part in supervision, team days, training, appraisal, etc.
- Keep accurate, up to date and non-discriminatory records

- Adhere to the agency's standards of confidentiality
- Undertake any additional duties that their Line Manager considers appropriate for the position.

4. Communication and Relationships

- Work directly with children and young people to obtain their feedback for carer annual reviews and on Team Fostering activities.
- Where appropriate liaise, advise and guide foster carers and other colleagues in respect of educational and support issues or pass information to ESS manager as necessary.
- Participate in meetings involving other professionals as needed to support the educational and wider needs of children and young people.
- Provide written and verbal reports on children as required.

5. Safeguarding Children and Young People

- To commit to safeguarding and promoting the welfare of children and young people and protecting them from risk of harm. The Agency recognises its responsibility to ensure safe and appropriate policies, working practices and systems are in place for all staff working with children and young people.
- To comply with Team Fostering's Safeguarding Policy and promote the safeguarding of children throughout their work
- To undertake mandatory safeguarding training in relation to their work with children and young people

6. Confidentiality

- To safeguard the confidentiality of information relating to carers, children and young people at all times in accordance with agency policies and procedures.

7. Health and Safety

- To comply with Health and Safety regulations and guidance in the course of employment.
- Produce risk assessments and complete necessary checks for any activities or events as required.

8. Data Protection

- To comply with the Agency's policies and Data Protection Act in all aspects, with particular reference to the protection and use of personal data relating to carers and children and young people.
- To ensure all data is recorded accurately, timely, up to date and in a non-discriminatory manner.

9. Equality & Diversity

- To comply with the agency's equality and diversity policy and be able to demonstrate their commitment to the policy in all aspects of their work
- To actively promote equality of opportunity and an anti-discriminatory service.

10. Ethos and Values

- To subscribe to the ethos and ethical values upheld by Team Fostering and demonstrate those values in own everyday work

11. Additional Expectations

- Team Fostering does not allow smoking, including the use of e-cigarettes, in the workplace
- The post is subject to an enhanced DBS check
- Work flexibly, including occasional work outside normal hours when required by the service, reclaimable through agreed Time Off in Lieu (TOIL) procedures.
- A minimum of one day per week office-based in North Tyneside; remaining time worked from home or within the community in line with service needs.
- Travel across the North East region as required to deliver support to children and young people (mileage reimbursed).