



RUTLAND COUNTY COUNCIL

JOB DESCRIPTION

Position Title: Education Adviser to the VS Post 16

Grade: GPO1

Directorate: Children & Families

Department: SEND, Inclusion & Learning

Responsible to: Head of Virtual School

Purpose of the Job:

To lead, develop, and deliver strategic support for care experienced young people and those with a social worker aged 16–25, ensuring they are fully informed, aspirational, and supported to access, participate in, and sustain education, employment, or training (EET).

To act as the central point of contact for EET and NEET participation, providing strategic oversight, advocacy, challenge, and coordination to improve engagement, progression, and outcomes.

To support the development of clear and sustainable post-16 pathways, including apprenticeships, supported internships, further and higher education, employment opportunities, and specialist provision where appropriate.

Main Responsibilities:

1. Promote and publicise the vision and purpose of the Virtual School, with a particular focus on the wider responsibilities for young people with a Social Worker post 16.
2. Promote evidence-based approaches and good practice that prioritises consistency, high support and high standards for children with a Social Worker, recognising the importance of stability and strong information sharing.
3. Collate and analyse data to understand the profile of these children with a social worker 16 to 25 years. Prepare and present reports and engage in quality assurance processes to evaluate the impact of the service on outcomes for young people.
4. Work collaboratively with the education sector and other professionals to support those working with children with a Social Worker to hold high aspirations for this cohort of children and identify specific workforce training



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needs as required.

5. Be instrumental in achieving the expected outcomes in relation to the Schools White Paper, SEND reforms and Families First Partnership, working collaboratively across children's social care and with Health to ensure children with a social worker are having their needs met, are accessing their full education entitlement and are aware of their pathway opportunities.
6. Work in co-production with young people and their families, and with health and social care colleagues to strengthen Rutland's post-16 pathway, ensuring information and guidance reflects Rutland's local context and needs. Ensure information is accurate and that guidance is accessible and widely available.
7. Promote and model positive working relationships between schools and post 16 providers, employers and businesses, and other professionals to further develop the post 16 offer.
8. Share knowledge and cascade training and best practice through newsletters, webinars and workshops to strengthen post 16 education and social care staff's understanding of the impact of adversity on education and well-being.
9. Work with the education sector to encourage anyone supporting children with a Social Worker to hold high aspirations in preparation for independence and adulthood.
10. Clarify the role of the Virtual School, effectively communicating the offer of support to education settings and others in LA so everyone has clear expectations of what is available to support young people remaining in appropriate education, employment or training.
11. Act as a representative for the Head of the Virtual School, where required, at strategic meetings and in presenting reports in relation to the work of the Virtual School at appropriate strategic/corporate meetings.
12. To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.
13. Take reasonable care for your health and safety and that of other persons who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all persons and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use



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in the performance of your duties.

14. This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

Behaviours and outcomes:

Work collaboratively across children & families directorate to ensure a joined up, consistent service that adds value.

Be ambitious for children & young people and champion best practice in the virtual school services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.



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JOB REQUIREMENTS

QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Qualified Teacher Status or able to demonstrate equivalent professional experience	A/I

Desirable	Method of Assessment *

EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Experience of working with young people in an education setting; in particular Children with a social worker/ care-experienced and those with additional educational needs.	A/I
Experience of working with multi-agency approaches or in a multi-professional setting, with an understanding of the range of relevant services, their respective roles, expectations, organisations and cultures.	A/I
A working knowledge of the role of the Virtual School	A/I
Knowledge of statutory guidance that underpins the practice of the virtual school	A/I
Knowledge and understanding of the Personalised Education Plan process and Pupil Premium Plus	A/I
A sound understanding of Attachment and Trauma and the value of the trauma informed approach	A/I
An understanding of the barriers and risk factors associated to young people with a social worker	A/I
Strong knowledge of post-16 pathways, including apprenticeships, employment routes, and supported internships.	A/I
Strong understanding of EET participation and NEET reduction strategies.	A/I



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Understanding of SEND, inclusion, and barriers to progression.	A/I
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Desirable	Method of Assessment *

SKILLS

Essential	Method of Assessment *
Effective user of Microsoft Office suite and web-based programmes.	A/I
Able to work to deadlines.	A/I
Excellent organisational skills with the ability to effectively prioritise tasks	A/I
Ability to communicate, negotiate with and educate a wide variety of people and agencies on behalf of service users.	A/I
Good team working skills.	A/I
Ability to work unsupervised and on own initiative.	A/I
Excellent written and verbal communication skills.	A/I
Excellent presentation and report writing skills.	A/I
Able to work in an effective and courteous manner.	A/I

Desirable	Method of Assessment *

EQUALITY AND DIVERSITY

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I



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OTHER

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

* A = Application Form D = Documentary evidence I = Interview T = Test

STRUCTURE

TBC

NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
June 2026	New post	Lee Martin - Head of Virtual School