

POST TITLE	EDUCATION SUPPORT OFFICER (INCLUSION AND WELLBEING)
DIRECTORATE	CHILDREN, EDUCATION AND JUSTICE SERVICES
SERVICE	EDUCATION
RESPONSIBLE TO	HEAD OF EDUCATION (INCLUSION)
NUMBER OF POST HOLDERS	4 FTE
ACTING UP/ SECONDMENT	NO

PURPOSE OF JOB

The Education Support Officer will work across the local authority to develop, implement and deliver on the policies, procedures and practice that support the inclusion and wellbeing of all Edinburgh's children and young people in education. Key national policy areas include the presumption of mainstream (2000), the Additional Support for Learning Act (2009), Equality Act (2010), Carer's (Scotland) Act 2016, getting it right for every child (GIRFEC), the Promise and corporate parenting duties, Child Protection, Safeguarding and PREVENT.

The post holder will work collaboratively with others including children, young people and families, schools, third sector partners and key agencies such as Social Work, Police and NHS. They will support the development of policies and procedures, curriculum, learning and teaching, quality assurance, professional learning, use of data for improvement on all matters pertaining to inclusion and wellbeing. They will assist in the implementation and monitoring of legislation, regulations, and policies to ensure compliance with Additional Support for Learning (2009) legislation and associated entitlements. They will support the development of self-evaluation, quality assurance and performance indicators to ensure that all children and young people in the City of Edinburgh Council are supported to be present, participating, achieving in their education.

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Contribute to all aspects of developing and reviewing policies, procedures, and practice in relation to the inclusion and wellbeing of children and young people in line with national legislation/guidance and best practice.
- Assist in the implementation and monitoring of legislation, regulations, and policies to ensure the City of Edinburgh Council is compliant with Additional Support for Learning (2009) legislation and associated entitlements.
- Support and contribute to self-evaluation, quality assurance and annual reporting activities across the Local Authority, localities, learning communities, and schools.
- Contribute to the development and evaluation of a professional learning framework to build capacity and support schools to meet the needs of a range of learners with additional support needs and disabilities.
- Collaboratively work alongside colleagues to assess, identify, and remove barriers to learning and enable equity of access to the appropriate pedagogy and curriculum for children and young people with additional support needs and disability.
- Support the proactive use of data and performance indicators in key areas (such as attendance, exclusion, and post school destinations) to inform policy development, professional learning and the prioritisation of resources and support.
- Represent the City of Edinburgh Council where required, at local and national meetings and forums including multi-agency strategy meetings, mediation meetings and ASN tribunals.
- Ensure the highest standards of customer service and best value are applied to all areas of work undertaken in relation to inclusion and wellbeing.

- Support the relationships between schools and parents/carers on educational matters that require further discussion, investigation and mediation and where appropriate respond to enquiries, complaints, and requests for information.
- Promotion of employability in its widest sense (volunteering, achievements, etc.) to ensure opportunities for all young people and specifically those with the most complex additional support needs and disability.
- Engage in appropriate continuous professional learning and development to maintain a high level of knowledge and understanding of current and future policy and practice in key areas.
- Undertake any other appropriate duties, as requested by Senior Education Management, commensurate with the grade for the post.

The post will develop in order to address changing legislation and developing service priorities therefore some of the duties will be subject to reasonable change.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

Full GTCS (General Teaching Council Scotland) registration is essential.

The candidate should be able to demonstrate knowledge and skills in the following areas:

- Knowledge of national policies and legislation pertaining to children and young people with Additional Support Needs and Disability.
- Knowledge and understanding of current issues in Education, Inclusion, Teaching and Learning and Curriculum.
- Understanding of current educational approaches and practices with respect to inclusion and wellbeing.
- Skills in the interpretation of data.
- Excellent skills in communication with children, young people and parents/carers.
- Excellent oral and written language skills and the ability to communicate effectively with different stakeholders and colleagues.
- Effective time management and organisational skills with strengths in the ability to prioritise workload.
- Ability to work to deadlines.
- Excellent stress management skills.
- Ability to develop and deliver professional learning to a range of colleagues.
- Ability to chair meetings as required.
- Ability to work as part of a team.
- Ability to network and liaise effectively with a range of professionals and agencies and, work in partnership with stakeholders including those from the voluntary and private sector.
- Excellent interpersonal skills with the ability to relate to a wide range of colleagues.
- Ability to work on own initiative within Local Authority policies and procedures.
- Ability to be a reflective practitioner.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The environment for the role involves a mix of office/home-based activity with work undertaken in school or other premises as required.

- The post exercises a flexible degree of control over their own time, e.g. will make slight changes in work programme as required
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal school and office-based activities.
- Although the post may be exposed to some adverse working conditions demands these will be predominantly within the range of normal school and office-based activities.
- Although the post may have some requirement to take care in relation to the working environment, these will be predominantly within the range of normal school and office-based activities.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- There are no supervisory or management requirements.

RESOURCES

- The post will require access to a laptop and/or iPad/iPhone.
- Each post may be responsible for a designated project budget from time to time to meet strategic objectives.

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.