

## Job Description

Job title	Medway Virtual School Education Training and Employment [ETE] Officer
Directorate	People: Children and Adults
Division	Medway Virtual School
Range	MPR 3
Reports to	Medway Virtual School Deputy Head

---

### Main purpose of the job:

Support care-experienced young people aged 16 and over in accessing and sustaining education, training, and employment (ETE) opportunities. Enable access to initiatives such as the Medway Skills & Employment Grants Scheme through collaborative working with internal services, external agencies, and employers, to help reduce barriers to ETE, promote personal development, and foster successful transitions into adulthood.

To work directly with care experienced young people in college settings to support engagement and participation in their learning

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

### Accountabilities to Children and Young People

Provide personalised advice and informal learning opportunities to care-experienced young people aged 16+, helping them understand and navigate available ETE options and develop tailored action plans that reflect each young person's aspirations, strengths, and circumstances.

Apply creative problem-solving and collaborate with internal and external support networks to proactively identify and address both practical and emotional barriers to education, training, and employment, such as financial limitations, low self-confidence, or restricted access to essential resources, ensuring these challenges are effectively mitigated.

Work intensively with young people approaching readiness for a positive destination, supporting their engagement with NEET programmes, supported internships, apprenticeships, and employment schemes and monitor progress and provide ongoing support to sustain participation.

## Medway Council Job Profile

Establish and maintain effective partnerships with education providers, employers, voluntary organisations, and programme leads (e.g. TCHC, Mid Kent College and other colleges) and facilitate collaborative working to ensure young people receive coordinated and responsive support.

Attend and contribute to relevant meetings (e.g. Personal Education Plan meetings) to ensure progress against agreed goals and identified outcomes.

Work with others to effectively design and deliver workshops and coaching sessions focused on employability skills, including CV writing, job applications, interview techniques, and workplace readiness, ensuring content is accessible, engaging, and aligned with local labour market needs.

Support young people in identifying and applying for further and higher education, vocational training, and independent learning opportunities, providing guidance on entry requirements, funding options, and application processes, and liaising with providers to ensure appropriate support is in place.

Deliver focused interventions for vulnerable or disengaged young people, including those with additional needs or mental health challenges, using a strengths-based approach to build trust, promote resilience, and encourage participation in meaningful learning and development activities.

Adhering to the Council's safeguarding policies, ensure young people's safety and wellbeing in all interactions, report concerns promptly, and work closely with safeguarding teams and professionals.

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.
- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Ensure Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above. |

### Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

## Medway Council Job Profile

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand in the role of another member of staff who is responding to a Major Civil Incident.

### Organisation:

This role reports to the [Medway Virtual School Deputy Head.]

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

### Working Style:

[MOBILE - will have a designated office base but will primarily work within local colleges. They will come into Gun Wharf for meetings and may be required to work from other Council buildings at times.]

## Person specification

All criteria at level A should be considered essential requirements.

### Qualifications

#### Level A

- [Educated to A level or equivalent ]

### Knowledge

#### Level A

- [Good knowledge of further education college processes i.e. Entry requirements

## Medway Council Job Profile

- Good knowledge of special educational needs processes i.e. Education Health and Care Plan (EHCP) review processes.
- Good knowledge of trauma informed practice and key strategies. ]

### Level B (in addition to level A criteria)

- Knowledge of how to target applications and responses to secure best outcomes for vulnerable pupils regarding education
- Good knowledge of Department for Education (DFE) statutory guidance for schools and local authorities regarding the education of young people in care and other vulnerable groups i.e. Bursary processes for Post 16 learners.
- Knowledge of how to support young people in the development of emotional regulation and positive well being. ]

### Level C (in addition to levels A and B)

- Knowledge of developing guidance and advice using key national legislation and local influences (Medway Council) for education, training and employment for care experienced young people and other vulnerable groups.
- Knowledge of how to develop guidance and advice with partners (local and national) using key national legislation and local influences (Medway Information Advice and Guidance IAG Team and Leaving Care Aspirations Officer) for education, training and employment for care experienced young people and other vulnerable groups ]

## Experience

### Level A

- Experience of working directly and indirectly with vulnerable young people to improve educational outcomes.
- Experience of working directly and indirectly with vulnerable young people to provide pastoral support and guidance. ]

### Level B (in addition to level A criteria)

- Experience of coping well under pressure and difficult situations.
- Experience in using data systems to record progress over time.
- Experience in reporting progress to managers and stakeholders. ]

### Level C (in addition to levels A and B)

- Experience and the vision to develop and maintain high quality practice across the service.
- Experience of working with others to improve practice across the wider multi agency partnerships ]

## Skills

### Level A

- Able to develop respectful and professional relationships with young people over time.
- Able to work effectively alongside others in a team environment.
- Able to represent young people effectively in conveying pupil voice within reports and at key meetings ]

### Level B (in addition to level A criteria)

- Able to provide and explore a range of options for complex situations to ensure appropriate education for young people.
- Good communication skills and interpersonal skills in a wide range of situations (training, meetings) ]

## Medway Council Job Profile

### Level C (in addition to levels A and B)

- Ability to work alongside others in developing clear plans for young people including outlining next steps for life after education and training.
- Ability to identify underlying needs of young people to remove barriers to learning and introduce effective interventions and support mechanism. ]

### **OTHER REQUIREMENTS**

Enhanced DBS check (Children and Adults)