

JOB DESCRIPTION

Job Title: Education Support Coordinator

Contract term: permanent

Grade: 4

Location: Queen Elizabeth Hospital, Birmingham Children's Hospital & Corporate Services

Purpose:

- To provide tailored educational support to young people with medical needs up to the age of 24, ensuring they can access, continue, and thrive in their education or employment journey. This may include signposting, advocacy and practical assistance, to help overcome barriers caused by illness and medical treatment.

Duties and Responsibilities:

- Support young people to re-engage with education during and after medical treatment.
- Empower young people through supporting them with communication with schools, colleges, universities and training providers, to identify reasonable adjustments and ensure that effort and achievements are recognised.
- Advocate for reasonable adjustments under the Equality Act 2010, such as flexible timetables, remote learning options, exam accommodations, and access to assistive technologies.
- Clear and effective communication with education providers and clinical professionals to facilitate applications for JCQ examination Special Arrangements and/or Access Arrangements.
- Support young people with exploring their options, through careers signposting, advice and information, including those who may be NEET.
- Organisation of careers events and celebration events to recognise and celebrate the achievements of young people.
- Assist young people with transitions between educational stages (e.g. school to college/university), including working on and around national results days.
- Provide guidance on career pathways and vocational options, including apprenticeships and employment.
- Experience of identifying and supporting young people at risk of NEET, signposting and making referrals as necessary.
- Collaborate with TDET colleagues, clinical professionals, social workers, external agencies and charities to provide education support alongside medical treatment.
- Work alongside the young person's keyworker such as Clinical Nurse Specialists (CNS), to identify and signpost to additional sources of support as appropriate.
- Attendance to weekly MDT meetings.
- Monitor the JBA mailbox for education support referrals, ensuring an efficient and effective response.
- Triage education support referrals, identifying the response required, ensuring that all stakeholders are kept informed of actions taken and progress being made.

- Maintain accurate records of communications and actions taken using Management Information Systems.
- Report generation and analysis to evaluate outcomes and contribute to service development.
- Reporting to trustees to demonstrate impact.
- Contribution to annual reports and review of operational policies.

Any other duties as commensurate within the grade in order to ensure smooth running of the Trust.

Other responsibilities:

1. Take personal responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
2. Undertake and participate in relevant CPD and appraisal arrangements.
3. Follow all Trust systems and procedures.
4. Abide by and adhere to all Trust policies and practice including health and safety.
5. Support and promote diversity and equality of opportunity for all.
6. Follow data protection procedures and treat with confidentiality any personal, private or sensitive information about individual young people, staff and/or associated organisations.
7. Promote and support inclusive practice.
8. Promote the agreed vision and aims of the Trust.
9. May be required to work at other James Brindley centres as the needs of the Trust dictate.
10. Set an example of personal integrity and professionalism in line with the Employee Code of Conduct.
11. To promote value systems as defined within Keeping Children Safe in Education and to support inclusive practice.
12. To perform other such duties as the line manager, Deputy CEO or CEO may from time to time determine.

By signing this Job Description, you are also consenting to disclose any warnings, convictions and reprimands whilst in employment as soon as it is practically possible.

New post holders are also consenting to annually renew their Update Service subscription.

Team/s: TDET James Brindley Trust Hospitals / JBA Careers Team

Responsible to: Centre Leader Hospitals

Responsible for: n/a

Job description issued after consultation

Signature of the Principal.....Date

Copy received by

Signature of the Post holder.....Date