

Role Description – Adoption Support Education Advisor



Line manager: Lead Specialist Education Worker

Direct reports: None

Role description statement

This document sets out the main purpose and key tasks of the role, the management reporting lines and the competency requirements for the role. The role description sets out PACT's expectations for the role and the post-holder. Regular discussions to support you in your role will take place together with your manager during your induction period, and after your probation period in your ongoing support and supervision meetings.

Our work

PACT provides a range of specialist support for adopted children and their families through our Family and Children Therapeutic Support (FACTS) service. As part of our ongoing service development, we are strengthening our specialist education support to help adopted children to thrive within their educational setting, enabling them to reach their full educational potential.

PACT has been awarded funding to lead in a pilot project, Early Education Pathways, over a two year period to March 2028. The focus of the project is to provide early intervention educational support to adopted children and their families across PACT and the London South-Central Pan region (Adopt Thames Valley, Buckinghamshire Adoption and Coram Ambitious for Adoption). The Early Education Pathways pilot will focus on primary aged children and comprise of three integrated activity strands. These are:

- (1) Early Education Consultations
- (2) Parent Education and Self-Advocacy Pathways
- (3) CATCH Education Pathways Hub.

This service will be accessible to all adoptive families within PACT and the London South-Central Pan region.

The role

The role of Adoption Support Education Advisor will support the Lead Specialist Education Worker in the implementation and development of the Early Education Pathways pilot project for a fixed term two year period. This is a new role within PACT's adoption support service providing essential delivery and coordination to enable the Lead Specialist Education Worker to focus on specialist activity, development work and regional leadership.

The Adoption Support Education Advisor fosters positive and effective relationships between schools, educational and other professionals (within the multi-agency safeguarding network) and adoptive families to meet the objectives of the pilot project, ensuring success that can be measured clearly and evidently.

The role is key in maintaining delivery momentum, data quality and consistency across the pan regional offer.

To thrive in their role, the Adoption Support Education Advisor will require extensive experience in education and/or school settings to ensure effective engagement with primary schools and ideally have experience or understanding of working with children with adverse childhood experiences (children who have been adopted).

Key tasks

1	Deliver bespoke training courses, advice and support to schools and to educational professionals, in order to raise greater awareness of the effects of adverse childhood experiences upon adopted children.
2	Apply effective strategies in the classroom, identify self care options for teachers and parents and contribute towards specifically tailored curriculums that best meet each child's unique needs.
3	Deliver tailored training, advice and support to adopters empowering them to make proactive education decisions and achieve positive school experiences for their child/ren.
4	Provide training and employee development for school's staff and offer tailor made courses that meet the continued requirements for the teaching staff so that they can support the child/ren and families as much as possible.
5	Help designated teachers for adoptive children to better support adoptive families and schools so that children can enjoy school and achieve to the best of their potential.
6	Provide some direct work with children and parents within school settings, including the use of observations within school when appropriate, providing recommendations to improve teaching styles and increase classroom participation for the child/ren.
7	Where appropriate, review and analyse a school's policies and school data in order to effect positive change for the children & families.
8	Provide guidance on ways to improve a child's school performance by offering solutions and methods taking account of children's needs etc.
9	Participate in further development of the Adopter Hub digital platform to share own professional expertise and learning amongst the 900+ users who comprise adopters, education professionals and social workers.
10	Keep informed on the latest instructional techniques and trends to best support children and families.
Project specific tasks for: Early Education Pathways	
1	Support the Lead Specialist Education Worker to develop and deliver the Early Education Pathways pilot activities by:

	- o ensuring monitoring and evaluation requirements are met, including administration of baseline, follow up surveys and accurate data collection. - o preparing timely reports to support Board and performance meetings. - o supporting delivery of Early Education Consultations to schools. - o supporting development and delivery of online school focused content within the Education Pathways Hub.
Other	
1	To safeguard and protect vulnerable adults and children in accordance with PACT's policies and procedures at all times.
2	To undertake any other duties deemed commensurate with this post as directed by the line manager, including supporting the wider activities of the marketing team and working to engage all teams at PACT in promotional activities.
3	To take responsibility for and be committed to personal and professional development and keep up to date with law, regulation, guidance, standards, Government policy and research relating to all aspects of the work.
4	To demonstrate a commitment to promoting equality and diversity in the workplace.

Person specification

Essential requirements	
1	A degree (or equivalent), and professional qualification/s preferably in education (or related field).
2	An understanding of the needs of looked after children and child development, and the impact on behaviour of interrupted development.
3	Demonstrable experience of training and education ideally within a primary school setting.
4	Demonstrable experience of evaluating statistics and performance measurements.
5	Excellent interpersonal and communication skills. Can engage effectively and build productive relationships at all levels across a range of internal colleagues, external stakeholders, and PACT's service users.
6	Can respond flexibly to the requirements of the post and the needs of service users. Plans and balances priorities, co-ordinates activities, and maintains good judgement whilst managing a varied workload to deadline within a busy environment.
7	Can manage assigned project deliverables and targets to agreed project timelines.
8	Delivers practice to high professional standards and works within professional boundaries.

9	Can think proactively, to evaluate services and suggest service developments to meet changing needs using effective listening skills and responding to changing needs.
10	Can safeguard and promote the welfare of children and young people, including knowledge of safeguarding procedures.
11	Can produce clear, comprehensive, detailed reports of a high standard to deadlines.
12	Proficient in use of Microsoft Office and database systems.
13	Willing to work flexibly and travel throughout the UK, as needed. Holds full UK drivers license with access to own vehicle.
14	Demonstrates a commitment to promoting equality and diversity in the workplace and throughout service delivery.
15	Commitment to PACT's aims and values, demonstrating enthusiasm for PACT's mission and uses this to positively and proactively represent and advocate for PACT.
Desirable requirements – Skills, experience or qualifications that would be advantageous to have in the role but are not essential	
1	Demonstrates a motivation to work in the voluntary sector.
2	Understanding of the work of an adoption or adoption support agency.
3	Experience of working with looked after children and previously looked after children.
4	Previous knowledge of using CHARMS database.
5	Familiar with or based in the Oxfordshire, Berkshire, Buckinghamshire or Hertfordshire area.

Additional information

All opportunities are based in the UK, and you must be eligible to live and work in the UK.

This is a fixed term full time post working 37 hours per week.

Working pattern to be agreed within the core service hours of 8.30am-5pm Monday to Thursday and 8.30am-4pm Friday.

Occasional evening and weekend working is required.

The role is based in our Reading office with hybrid flexible working arrangements to provide for working at home and in the office. The role requires regular travel.

Safeguarding commitment

Safeguarding is at the heart of everything we do at PACT. We have robust measures and best practices in place to safeguard and protect the welfare of children, young people and vulnerable adults, and we take pride in maintaining outstanding safeguarding standards.

We expect all employees, both current and prospective, to uphold and share this commitment, and we value everyone's engagement and co-operation with our safeguarding processes to ensure that these are completed without delay.

Anyone joining our team is subject to PACT's safer recruitment pre-appointment enquiries. These enquiries include providing documentation to evidence the right to work in the UK, a Disclosure Barring Service (DBS) check, overseas police check (if applicable), references covering at least 5 years, a complete previous education and employment history timeline and the completion of mandatory safeguarding training.

The DBS check level required for this post is Enhanced, plus Barred – Child.

Diversity commitment

PACT is a supportive and respectful place where people are passionate about making a positive difference to the lives of women, children, and families from many different backgrounds. We continuously look to progress the ways in which we create families and bring people together and encourage applications from people across all communities. We are committed to ensuring that our people and our services reflect the diversity of the communities we serve, and applications from people from under-represented groups are particularly welcomed.

Learning and development commitment

PACT is committed to helping people to achieve their potential and flourish and, in doing so, enabling them to make a positive difference to the lives of the people we support. We recognise the importance of having the necessary knowledge, skills and qualities within PACT to enable us to meet our current and future business needs. Development needs might be at an individual, team or organisational level. All employees have equal access to learning and development opportunities, reflective of our commitment to equality, diversity and inclusion.