

Job Description



Job Title: Education Officer	Service Area: Environment and Sustainable Transport
Division/Section: Community Safety	Job Number: Job Evaluation Number:
Grade: P02	Date last updated: 23/06/2021

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

Overall Purpose of Job

The Prevent Education Officer (PEO) will report to the Prevent Co-ordinator within the local authority and will be responsible for leading on engagement with schools and other education providers, including Early Years providers and out of school education. The post holder will identify vulnerabilities and risk, deliver training and capacity building, and build and maintain a network of contacts within their local area to advance Prevent activity, including the wider local authority, police, Ofsted, Home Office and the Department for Education. The post holder should have prior experience in the education sector, with good political awareness. The post holder will require excellent communication skills, and have the ability to manage competing priorities effectively. Secondments from the education sector are possible.

Job Context

1. The post holder reports to the Community Resilience Manager.
2. The post holder will be required to work some evenings, weekends and occasional public holidays in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

1. Provide advice and support to schools on their compliance with the Prevent statutory duty. Promote the Prevent strategy across their local area, including via local media, and keep up to date with changes and any guidance issued by Homeland security and the Department for Education.
2. To support schools and colleges in building resilience to messages of violent extremism through training and guidance. Support the development and management of local action plans to prioritise support for these schools and the individuals within them. This includes training school staff, governors, managers, in particular through WRAP (Workshop to Raise Awareness of Prevent) and bespoke projects, to equip them with the knowledge and confidence to identify and refer children at risk and challenge extremist ideas.
3. Work with education settings to identify appropriate resources (including from Educate Against Hate) to embed Prevent in the curriculum, increase pupils' resilience to radicalisation, and promote fundamental British values. Work with partners to address gaps in resource provision, for example additional resources for parents.
4. To maintain a detailed working knowledge of national developments in the Community Cohesion and Preventing Violent Extremism programmes.
5. Undertake work to understand the range of out-of-school provision operating in the local area, including identifying and mapping local providers, risk-assessing and monitoring the provision, and providing information to the local authority and DfE on any wider safeguarding issues as appropriate.
6. To provide input to parents and carers around Prevent-related themes and organise events in which parents can be informed about extremism as a safeguarding concern.

The above list is intended as a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

Person Specification:

- 1) Must be educated to at least degree level, preferably in a social science discipline.
- 2) Must be able to illustrate an active interest in preventing extremism related issues and, preferably, have some experience of working in this area.
- 3) Must have some experience of working in the education sector and a familiarity with schools.
- 4) Possess excellent communication skills, both oral and written, as well as an ability to explain complex concepts in an easy to understand manner.

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Person Specification

Job Title: Education Officer	Service Area: Environment and Sustainable Transport
Division/Section: Community Safety	Job Number: Job Evaluation Number:
Grade: PO2	Date last updated: 23/06/2021

IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

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CRITERIA	METHOD OF ASSESSMENT
<p>EQUALITY AND DIVERSITY</p> <p>We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p>PROTECTING OUR STAFF AND SERVICES</p> <p>Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	

<p>KNOWLEDGE:</p> <ol style="list-style-type: none"> 1. Good knowledge of crime & disorder and community cohesion issues, including an understanding of national policies, their application at local level, the roles of local authorities, the police & other agencies. 2. Understanding of Local Strategic Partnerships, their delivery mechanisms & associated funding streams. 3. Understanding of Newham's approach to equalities and cohesion. 	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p>
<p>QUALIFICATIONS:</p> <p>Qualification and/or experience in a similar field.</p>	<p>Application Form</p>
<p>EXPERIENCE:</p> <ol style="list-style-type: none"> 1. Experience of working in the education sector or experience of working with schools and colleges. 2. Experience of preparing & presenting complex reports & making 	<p>Application Form / Interview</p> <p>Application Form / Interview</p>

<p>recommendations for change to senior managers & elected members.</p> <p>3. Experience of the ability to plan, manage, monitor & deliver projects & work programmes on time & to specification despite constraints or obstacles.</p>	<p>Application Form / Interview</p>
<p>SKILLS & ABILITIES:</p> <p>1. Excellent communications skills, including the ability to write clear & precise reports, present well at meetings & deliver presentations to a variety of audiences.</p> <p>2. Ability to negotiate with managers at senior levels in a variety of agencies.</p> <p>3. Ability to work across agencies and within the community.</p> <p>4. Ability to work on a number of complex projects simultaneously & respond quickly to changing priorities under pressure.</p> <p>5. Ability to analyse & evaluate information & to make sound judgements after careful & systematic consideration of relevant information.</p> <p>6. Ability to plan delivery of responsibilities within the context of wider council objectives.</p> <p>7. Ability to build effective & productive working relationships with people at all levels internally & externally, including the ability to deal effectively with the communication needs of different internal & external groups.</p> <p>8. Ability to think laterally, to develop creative & innovative solutions.</p>	<p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p> <p>Interview</p>
<p>PERSONAL STYLE & BEHAVIOUR:</p> <p>1. A willingness & ability to pursue matters on behalf of Policy, Partnerships & Communications & to represent corporate interests.</p>	<p>Interview</p>

2. Commitment & ability to contribute to the Council's vision, values & priorities.	Application Form / Interview
3. Ability to act in a professional manner, setting an example to other staff.	Interview
4. Ability to know when to draw sensitive matters to the attention of managers.	Interview

