



Personal Education Plan Roles and Responsibilities

Designated Teacher

The Designated Teacher (DT) is the lead professional for PEP meetings. Where there is no DT, Peterborough Virtual School will act as the lead professional.

BEFORE PEP Meeting	DURING PEP Meeting	FOLLOWING PEP Meeting
Set time, date and location of the PEP meeting with the Social Worker	Set meeting etiquette (e.g. purpose of the meeting, phones off, introductions, cameras on)	Fully complete the PEP record ensuring it is an accurate representation of the meeting
Agree additional attendees with SW (e.g. previous DTs, EP, SEND) and invite accordingly Note: SW, DT & carer are mandatory attendees.	Chair the meeting	Mark the PEP record as completed by the next PEP QA date
If the PEP date is rescheduled, update ePEP accordingly	Ensure the CYP is central to the meeting	Meet with CYP to ensure the CYP understands the outcomes of the meeting & answer any questions
Review and collate information from other professionals and sources to enable successful completion of ePEP	Hear the views of all parties, including the CYP	Fulfil agreed all actions within set time frame
Populate relevant sections of ePEP to enable an efficient PEP meeting (e.g. attainment & progress data)	Ensure education is the focus of the meeting	Ensure the PEP is a living, evolving document promoting the CYP's education (e.g. outcomes & actions are communicated to relevant professionals & the CYP; these are regularly monitored and reviewed)
Ensure Section C (Child's Views) of ePEP is completed		
Review the CYP's response in their views section regarding their participation in their PEP; confirm these wishes and then make appropriate arrangements.	Agree time, date and location of the next PEP meeting with the Social Worker	
Review previous Desired Outcomes with the CYP and establish their views on any next steps.		
Upload relevant documents to the documents section on ePEP eg Details of alternative provision, reduced timetables, SEND documentation		
Personal preference dictates if the recording of the meeting takes place during or after.		
Ensure appropriate recording of the meeting: only education matters are recorded; all parties' views are represented; content recorded is mindful that it is the CYP's record; appropriate language is used & sufficient detail is included		

Social Worker

BEFORE PEP Meeting	DURING PEP Meeting	FOLLOWING PEP Meeting
Agree time, date and location of the PEP meeting with the Designated Teacher	Ask relevant education questions	Section A is marked as completed by the next PEP QA date
Agree additional attendees with DT (e.g. previous DTs, EP, SEND) Note: SW, DT & carer are mandatory attendees.	Share relevant insight and information that may impact upon education	Fulfil agreed all actions within set time frame
Send out TEAMs meeting invitations if any attendees are not attending in-person	Professionally challenge and advocate for the CYP where appropriate	As appropriate, share outcomes of PEP with birth parents
Review & complete Section A up to 14 days ahead of the meeting	Agree time, date and location of the next PEP meeting with the DT	

Carer

BEFORE PEP Meeting	DURING PEP Meeting	FOLLOWING PEP Meeting
Confirm availability for the PEP meeting date & time with DT & SW	Ask relevant education questions	Review carer section, ensuring it is fully completed with sufficient detail
Review & complete carer/parent section ahead of the meeting	Share relevant insight and information that may impact upon education	Talk with CYP to ensure the CYP understands the outcomes of the meeting & answer any questions
Speak with CYP to establish their views and wishes regarding their participation in their PEP and any other educational information they wish for you to share/ask within the meeting	Professionally challenge and advocate for the CYP where appropriate	Fulfil agreed all actions within set time frame

Virtual School

BEFORE PEP Meeting	DURING PEP Meeting <i>(Will only be present when there is prior agreed involvement)</i>	FOLLOWING PEP Meeting
Monitor scheduled PEP dates & statutory time frame compliance	Provide relevant information and advice as required	Quality Assure all completed PEPs
Where there is agreed involvement of an Education Officer their role is clear to all parties		Agree/decline PP+ requests in line with PP+ Policy
Where there is no on-roll school, or for the first NEET PEP, an Education Officer will resume the duties of the DT		Analyse completed PEPs to identify areas of development and strength
		Share QA data with relevant stakeholders
		Analyse key data from PEPs to form cohort level & thematic picture to inform next steps