



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

<b>POST TITLE:</b>	Head of Virtual School for Looked After Children
<b>GRADE:</b>	Soulbury 10-13
<b>RESPONSIBLE TO:</b>	Head of Learning and Early Help
<b>RESPONSIBLE FOR:</b>	Improving educational outcomes for all children in the care of the Council and ensuring that children attend, participate and make positive transitions into education, employment and training at the appropriate time. Ensuring that the Council's statutory responsibilities and duty to promote the educational achievement of its looked after children is properly discharged. Championing the needs of South Tyneside's Looked After Children, wherever they are educated, providing challenge to schools and to partners to secure the best possible outcomes for this cohort of children and young people. Leading and managing the work of the PLACE (Project for Looked After Children's Education) alongside the WorkPLACE for care leavers, which will include planning and support for education and training placements for several years.

#### Key Responsibilities of the Post:

##### *You will:*

- Be the Council's strategic and operational lead for ensuring that arrangements are in place to improve the educational experience and outcomes of the authority's looked after children including those placed out of authority.
- Provide leadership, management and supervision to staff members within the PLACE team.
- Develop the Council's response to all statutory guidance and policy initiatives on looked after children in collaboration with the Head of Learning and Early Help.
- Ensure that the educational needs of children in care are properly identified and supported by schools or settings to promote high achievement.
- Ensure that effective support and challenge are provided to professional staff in schools, particularly headteachers and designated leads, providing professional leadership, development and training as appropriate.
- Champion the needs of Looked After Children, promoting good attendance in school, positive behaviour and high expectations for outcomes at all key stages and transition points.
- Ensure that the progress and outcomes for Looked After Children are robustly tracked and monitored on an individual basis as well as the cohort.
- Produce an annual Self Evaluation Document and Development Plan setting out an assessment of its impact, the progress of all looked after children and young people and proposed actions to achieve future targets.
- To report regularly on the above to the Virtual School Governing Board and through the Council's Corporate Parenting structures.
- Work with other LA services and partners to ensure that the needs of looked after children aged 0-19 are met and to ensure effective transition of looked after children/ care leavers through different phases including education, training and employment.

- Ensure that all looked after children have an up to date and relevant Personal Education Plan (PEP), leading on the quality assurance for these and ensuring that there are effective procedures in place through which social workers and teachers initiate PEPs.
- Work with colleagues to ensure that care placement decisions include consideration of a suitable educational placement to ensure that children are placed in the school that is most appropriate to their needs.
- Ensure the views of children and young people are fully considered in decision making and developments relating to service provision.
- Ensure that Pupil Premium is allocated appropriately and that schools are held to account for the impact of the additional funding for children in the care of the local authority.
- Manage the Virtual School budget effectively to ensure that there is a focus on improving outcomes for looked after children.
- Work closely with Virtual Schools and local authority partners in other authorities to develop appropriate support for looked after children and young people in schools outside of the borough of South Tyneside.
- Keep abreast of wider national and regional developments e.g. through membership of the National Association of Virtual Head teachers (NAVSH) in order to strengthen practice and to enhance the service in South Tyneside accordingly.

**In addition you will:**

**Corporate Management**

- Advise Elected Members on all statutory responsibilities, policies and procedures and professional obligations with regards to services within your remit.
- Contribute to corporate projects and initiatives according to the portfolio, skills and experience.
- Develop positive, influential and productive internal and external partnerships.
- Support the Head of Early Help, Learning and Inclusion in ensuring that the Children, Adults and Health Group contributes effectively in corporate issues in relation to asset management, risk management, environmental stewardship, race equality and e-government.
- Understand the Council's priorities and how the role contributes to them.
- Relate the work to Elected Members and the people of the Borough in a way that makes sense.
- Contribute to corporate teams tackling cross-cutting issues.
- Act for the Head of Early Help, Learning and Improvement as required.

**Performance Management**

- Within the corporate framework, to establish processes for Managers to monitor and evaluate standards of service and performance.
- Ensure effective performance management systems are developed and maintained to ensure the delivery of effective services.
- Ensure the effective co-ordination, management and deployment of all resources, including budgetary control, within the service area, using established decision making processes and in accordance with professional procedures and the Council's standing orders and financial regulations.
- Manage risk to children, staff and to the reputation of the Council.

### 3 Operational Management/Service Delivery

- Provide leadership and management to the service to achieve legislative and policy objectives through an appropriate management ethos and culture.
- Lead and direct the activities of the service area to optimise the use of resources, respond effectively to current priorities and to plan to meet future requirements.
- Be responsible for developing strategic service plans, service delivery and work plans and relevant partnership working.
- Manage and co-ordinate various national initiatives at local level.
- Support the transition of vulnerable young people to Adult Services.
- Take the lead in consultation with schools in the development of effective policies for looked after children and young people.
- Undertake work on special projects at the request of the Corporate Director Children, Adults and Health.
- Ensure that the voice of children, young people, their families and communities contributes to strategic planning and direction.
- Champion a commitment to equality and diversity throughout the service and to implement relevant anti-discriminatory policies in all aspects of the service's work.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others health and safety.

The above list is not exhaustive and other duties relevant to the post may from time to time be required. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: BS/CL

Date: 30.01.19