

**Job Description & Person Specification**

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| **Post Title** | Deputy Virtual School Head | | | | |
| **JE Reference** | H0141 | **Grade** | J+ | **SCP Range** | 46-48 |

**Reporting line:**

Virtual School Head

Deputy Virtual School Head

Pupil Inclusion Officer

# **Job Purpose:**

# To support the Virtual School Head to ensure the Local Authority discharges its statutory duties towards children in our care. To work effectively and collaboratively with schools, social care, parents and carers in line with all legislative requirements in order to raise educational standards and promote positive outcomes.

# **Relationships:**

**Accountable to:** Virtual School Head

**Accountable for:** Deputy Virtual School Head

**General Contacts:** Schools, Education Services, Social Workers, Foster Carers and other relevant professions

# **Key duties and responsibilities:**

1. Support the Virtual School Head to lead, support and challenge head teachers, designated teachers, other education professions and relevant staff in other services to secure the best possible educational provision and outcomes for children and young people in the care of the Council (wherever they are educated), including supporting the Virtual School Head to ensure Personal Education Plans are in place, regularly monitored and implemented effectively;
2. To support the Virtual School Head maintain an up-to-date roll of its children in care who are in school or college settings and gather information about their education placement, attendance and educational progress;
3. To be the lead officer responsible for the Local Authorities statutory duties around children previously in care.
4. To develop systems to collate information around key performance measures identifying successful outcomes for young people in our care aged 3 – 18 years old and monitoring PP+ spend linked to such outcomes. To monitor and intervene in order to support and challenge schools where appropriate;
5. To ensure educational settings are informed if they have a child on roll who is looked after by the VSH’s local authority;
6. To support the Virtual School Head to ensure social workers, designated teachers and schools, carers and Independent Reviewing Officers understand their role and responsibilities in initiating, developing, reviewing and updating a child’s Personal Education Plan (PEP) and how they help meet the needs identified in that PEP;
7. Promote the educational achievement of children who are in the care of the authority and ensure it is seen as a priority by everyone who has responsibilities for promoting their welfare;
8. The development of an alternative provision and inclusion strategy to support and challenge schools in Redcar and Cleveland in light of the increasing rates of fixed term and permanent exclusion and to be operationally responsible for timely intervention;
9. To assume line management responsibility for the Virtual School Pupil Inclusion Officer;
10. To improve and develop KS2 to KS3 transition systems to incorporate identification, monitoring and intervention for those young people most at risk.
11. To support the Virtual School Head develop and implement a Virtual School mental health strategy through partnership working with other service areas both internal and external to the Local Authority.
12. To deputise for the Virtual School Head as and when required.

# **General/Corporate Responsibilities:**

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council’s corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council’s and Directorate’s staff training and development policies as well as the Council’s system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council’s Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual’s knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

**Last Updated:** 04/12/18 **Author:** Harry Ainscough

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| **POST TITLE** | **GRADE** |
| Virtual School Head | L11-14 |

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| **NOTE TO APPLICANTS**  Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview. |

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| **CRITERIA** | NECESSARY REQUIREMENTS | | **\* M.O.A.** |
|  | **Essential** | **Desirable** |  |
| **EXPERIENCE** | * Successful senior leadership and substantial management experience within education setting or within a LA * Successful track record of work with a range of staff in different settings * Extensive experience of working with disadvantaged children, more able and young people * Extensive and successful teaching experience * Substantial experience of multi-agency working to secure positive outcomes for children and young people in challenging circumstances | * Successful project management experience including appropriate use of resources | C,I,A |
| **SKILLS AND ABILITIES** | * Proven track record of championing the education of children in our care * The ability to provide profession support and challenge to Headteachers, Governors and colleagues within all education settings and the Local Authority * Excellent oral and communication skills |  | A,I,C |
| **EDUCATION/ QUALIFICATIONS/ KNOWLEDGE** | * Qualified teacher * An understanding of the needs of children and young people in care in an education setting * Proven ability to work within relevant legislation ie Social Work and Education * A good knowledge of systems for assessing the progress and attainment of children and young people * Proven ability to use information to ensure good outcomes for children and young people * Effective interpersonal skills and ability to build effective working relationships with school Heads, teachers, managers, Social Workers, Carers and young people in a wide range of roles and setting * Ability to work to tight deadlines and manage time effectively | * Knowledge of the Children and Social Work Act 2017 | A,I,C |
| **OTHER REQUIREMENTS** | * Full driving licence * Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours * Commitment to own continuous personal and professional development * Strong team player, committed to an ethos of continuous improvement | * Evidence of own continuous personal and professional development | A, I, C |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * Commitment to equal opportunities and the ability to recognise the needs of different service users | * Evidence of having completed training in equality and diversity awareness | A,I |
| **COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE** | * Commitment to provide a customer-focussed service | * Evidence of surpassing customer expectations or service targets / goals | A,I |

**METHOD OF ASSESSMENT: (\*M.O.A.)**

A = APPLICATION FORM C = CERTIFICATE E = EXERCISE I = INTERVIEW P = PRESENTATION T = TEST AC = ASSESSMENT CENTRE

R = REFERENCE