

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services		Service Area: SEND and Inclusion Virtual school	
JOB TITLE: Educational Development Adviser – Virtual School Extended Duties			
GRADE: Soulbury A Scale point 11 – 17, (including up to 3 SPA Points)			
REPORTING TO: Service Lead: Virtual School Headteacher			
1.	JOB SUMMARY: To promote high achievement for Children in Our Care and previously in care To support the Virtual School Head Teacher in promoting the education of children with a social worker, to act as a strategic lead to champion the needs of these children, working with partners to improve educational outcomes. To manage and oversee the Personal Education Plans (PEPs) of the CIOC within your designated remit, supporting schools to set appropriate challenging targets that contribute to CIOC fulfilling their potential. Work flexibly across Children's Services and with other agencies, partners and stakeholders to meet the needs of children, young people and families. You may be requested to lead on specific projects, take on responsibility for other areas of work and deputise for your line manager when required.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
1	To deputise for the Virtual School head Teacher (Service Lead) in their absence and as required		
2	To manage specific responsibilities and/or projects across the Virtual School Service		
3	To support the Virtual School Head Teacher in the delivery of their extended duties. Leading on the delivery of the Virtual Schools response to promoting the education of children with a social worker		
4	To support the Virtual School in delivering their responsibility for Previously Looked After Children and for Unaccompanied Asylum Seeking Children (UASC)		
5	To provide high quality challenge and support to schools by: <ul style="list-style-type: none"> • Analysing school performance data and local authority data, to identify trends, identify the cohort's needs and intervene on a strategic level • Engaging with schools in planning the implementation of strategies to support children with barriers to learning 		

		<ul style="list-style-type: none"> Supporting schools to set challenging targets that contribute to improved outcomes for this cohort of children Quality assuring educational provision and PEPs
	6	To provide high quality support, training and signposting to school staff and other professionals, including leadership teams.
	7	To work with the Virtual School Head to ensure that use of Pupil Premium funding is aligned to PEPs and effectively impacts on the achievement of looked after children and young people and supports closing of the achievement gap.
	8	<p>To work with other colleagues in promoting achievement of children with a social worker across all phases- Early Years, Primary, Secondary and Post 16 by:</p> <ul style="list-style-type: none"> Working with school-based staff across the curriculum to remove barriers to learning and improve the quality of teaching and learning. Developing strategies to co-ordinate the identification of professional development and training needs. Devising and delivering an appropriate professional development programme which reflects local needs Providing professional support and advice to schools to ensure their understanding and compliance with provision for children with a social worker Monitoring and evaluating the impact of strategies to improve the educational outcomes for this cohort and reporting as appropriate Work collaboratively with key partners to capacity build at strategic and operational level to make appropriate provision for CIOC, PLAC and Children with a Social Worker Assisting in the gathering and analysis of data for termly tracking and statutory returns
	9	<p>Appropriately supporting links with other agencies by:</p> <ul style="list-style-type: none"> Liaising and working collaboratively with other advisers and other services within the local authority, particularly within Children's Services to ensure a strategic approach to raising standards and accelerating achievement. Contributing to the production and implementation of appropriate plan/s, in line with Council and DfE requirements and current legislation. Representing the LA at regional and national level at appropriate training events, meetings, and conferences. Promoting effective links with parents/carers, foster carers, and residential homes
	10	To support schools in accessing and providing high quality support for this cohort of children
	11	Work flexibly across Children's Services and with other agencies, partners, and stakeholders to meet the needs of children, young people, and families.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during their work.

	Name:	Signature:	Date
Job Description written by: (Manager)			
Job Description agreed by: (Post holder)

Job Description dated June 2022



PERSON SPECIFICATION

Job Title/Grade	Educational Development Adviser- Virtual Schools Extended Duties	
Directorate / Service Area	CESC	
Post Ref:		

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Qualification to degree level • Teaching qualification • Evidence of further professional development 	<ul style="list-style-type: none"> • Post graduate qualification in relevant area 	Application form
Experience	<ul style="list-style-type: none"> • Experience of working with a wide range of school personnel including class teachers, teaching assistants/mentors. Subject/Area Leaders and Leadership Teams. • Experience of school improvement 	<ul style="list-style-type: none"> • Wide ranging experience in the education sector preferably at a middle management/senior level • Has impacted positively and sustainably on individual learning across year groups and curriculum areas • Experience of multi-agency work • Experience of the role of Designated Teacher 	Application / Interview

	<ul style="list-style-type: none"> • Experience of effective school intervention • Experience of designing and delivering professional development to non-teaching/teaching staff and senior Leadership Teams 		
<p>Knowledge & Skills</p>	<ul style="list-style-type: none"> • Demonstrably good knowledge in relation to looked after children and young people • Understand the management issues in schools around looked after children and young people and previously looked after. • Current knowledge in relevant legislation, guidance national and local agendas in relation to children/ young people • Ability to analyse and manage data • Ability to communicate effectively in a variety of situations, particularly with schools and settings and across LA • Informed understanding of how children learn • Confident user of ICT • Develop positive and effective working relationships • Ability to prioritise and work to deadlines • Excellent written, verbal and presentations skills 	<ul style="list-style-type: none"> • Knowledge and understanding of the role of Designated Teacher • Knowledge and understanding of Attachment Difficulties and Developmental Trauma 	<p>Application/Interview</p>

	<ul style="list-style-type: none">• Developed negotiating and persuasion skills		
Specific behaviours relevant to the post	<ul style="list-style-type: none">• Ability to deal with difficult and sensitive situations with tact		Application / Interview
Other requirements	<ul style="list-style-type: none">• Driving licence• Enhanced DBS Disclosure Certificate		

Person Specification dated May 2021

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE:	SERVICE AREA:
JOB TITLE: Education Development Advisor – Virtual School Extended Duties	
GRADE: Soulbury 11-17 (including 3 SPA points	
REPORTING TO: Virtual School Head Teacher	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	No
Other known risks – please detail	None
No known risks associated with this role	No

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Janet Wilson (Virtual School Head Teacher)

Date: 23/09/22