

JOB DESCRIPTION

Post Title: Virtual School Teacher – Maths/English secondary	Director/Service/Sector Virtual School, Children’s Services		Office Use
Grade: MPG6	Workplace: County Hall, Morpeth		JE ref: HRMS ref:
Responsible to: VS Lead Education Officer and SENDCo	Date: July 2026	Manager Level:	
Job Purpose: • To teach cared for children one to one and in small groups either in schools, community venues or in their homes. Subjects will be English, mathematics and/or Science • To narrow the gap between cared for children and peers and improve educational outcomes. • Through effective liaison with schools, carers and other agencies, ensure that pupils make good progress and enjoy positive outcomes. • To support children while waiting for a school place, or in times of reduced education			
Resources	Staff	None	
	Finance	None	
	Physical	Resources required in a number of venues for teaching, deliver teaching in a variety of settings county-wide and remote teaching (online)	
	Clients	Cared for children and care leavers	
Duties and key result areas: 1. To plan and deliver age-appropriate learning sessions (in the designated subject) to cared for children who are experiencing difficulties accessing a school place, are suspended or as tuition to help narrow the gap. 2. To liaise with the relevant VS Officer, child’s school and care team to ensure appropriate objectives and learning strategies are in place to support continuity of education and in line with PEP targets. 3. To ensure that detailed records of individual or personalised learning plans and their outcomes are maintained for all allocated pupils. 4. To ensure that accurate attendance records are maintained and shared. 5. To deliver high-quality lessons, which may be a combination of remote (online) and face-to-face (venues) environments across Northumberland. 6. To be flexible to deliver effective lessons at short notice depending on the need. 7. To use trauma informed and relational practice in teaching sessions. 8. To be confident in managing challenging behaviours using de-escalation techniques. 9. To ensure that any coursework and marks for allocated pupils for GCSE or equivalent courses are received by the relevant school in line with course deadlines or requirements and to ensure that copies of pupil coursework and marks are held securely until it is confirmed these are no longer required. 10. To maintain confidentiality with respect to allocated pupils. 11. To report to and liaise with the relevant lead regarding the progress of allocated pupils, providing weekly monitoring reports and updates and termly monthly reports for parents as well as responding to other requests for pupil-based information. 12. To take responsibility for helping to keep children and young people safe by providing a safe environment in which they can learn.			

13. To identify children and young people who are experiencing or are likely to experience significant harm and take appropriate action with the aim of making sure they are kept safe.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Working patterns: Working conditions:	The post involves frequent travel to locations such schools, community hubs, libraries and pupils' homes and the post holder must be able to meet this requirement. Deployment will be county-wide. Car user allowance is payable.
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PERSON SPECIFICATION

Key for assessment	
	Application form
	Interview
	Lesson observation?

Post Title: VS Teacher – English or maths or science or Primary/PSHE	Director/Service/Sector: Virtual School, Children’s Services	Ref:
Essential	Desirable	
Knowledge and Qualifications		
Qualified Teacher Status Evidence of subject specific knowledge, including recent relevant curriculum developments Demonstrable record of continuous professional development	Knowledge of appropriate strategies for handling challenging behaviours. An understanding of trauma-informed, relational practice.	
Experience		
Track record of success of at least 3 years’ continuous experience of teaching in a school	Evidence of having successfully taught challenging pupils. Experience of working with professionals from a range of agencies	
Skills and competencies		
Ability to plan and deliver good quality teaching in a targeted subject area – English, mathematics, science, Primary/PSHE Ability to provide stimulating and engaging learning experiences which demonstrate high expectations of all pupils. Ability to mark and assess pupil’s work in line with national requirements. Ability to use ICT systems for a range of service requirements including lesson planning, report-writing, attendance reporting, email communication. Good verbal and written communication skills including ability to write clear and concise reports Good time management skills and ability to meet deadlines		

Ability to work independently but also able to work well as a team member if required to do so. Ability to adapt to working with new protocols and procedures. Ability to maintain professional boundaries in a range of settings and situations. Flexibility and creativity to deal with last minute changes to plans.	
Physical, mental and emotional demands	
Ability to deal with the emotional demands of working with young people who have complex lives and behaviours. Commitment to keep children and young people safe by providing a safe environment for them to learn in Commitment to identify children and young people who are experiencing or likely to experience significant harm and to take appropriate action with the aim of making sure they are kept safe.	
Other	
Ability to meet the travel requirements of the post.	