

 Stockton-on-Tees BOROUGH COUNCIL	JOB DESCRIPTION
DIRECTORATE: Children's Services	SERVICE AREA: Education, Inclusion and Achievement
JOB TITLE: Caseworker - Virtual School	GRADE: J
REPORTING TO: Education Development Adviser – Virtual School	

1. JOB SUMMARY
The post will assist the work of the Virtual School Headteacher in raising educational outcomes for children in our care by providing educational advice and support to CIOC, their carers and social workers and providing appropriate interventions as necessary. You will manage a caseload as specified by the line manager and in accordance with service policies and prioritise and manage own workload within the boundaries of the role, and as advised by your line manager. There will be the requirement to work flexibly across Children's Services and with other agencies, partners and stakeholders to improve the outcomes 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.	• Assist in the process of ensuring that children on your case load have a Personal Education Plan (PEP) that is high quality and appropriate to their needs. • Understand how to assess the needs of pupils and use detailed knowledge and specialist skills to share best practice in supporting pupils' learning • Providing advice and guidance to support schools/settings-based staff in the delivery of appropriate interventions for children and young people • Ensure that the voice of the child/young person is evident in educational plans and decision • Giving support and challenge to schools with regards to suspension, exclusion, AP and part time education packages. • Assist in the production, monitoring and analysis of student data to enable early identification of a child's needs. • Contribute to the delivery of training
2.	Contribute to the achievement of team performance and financial objectives.
3.	Contribute to the learning and development of people in the team and undertake your own personal development.
4.	Work flexibly across Children's Services and with other agencies, partners, and stakeholders to meet the needs of children, young people, and families.
5.	Contribute to the maintenance of effective relationships with service providers.
6.	Contribute to the development of policies, procedures and best practice and the development and implementation of plans and reports.
7.	Promote a positive workforce culture that is focussed on delivering excellent customer service and ongoing service improvement.
8.	Support and promote the ongoing work, development and improvement of the Directorate and the Council.
9.	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.

3. GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade of the job.

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.

The Council's Values, Behaviours and Code of Conduct - The post holder is required to carry out the duties in accordance with the Council's Values and Behaviours, our code of conduct, professional standards and promote equality and diversity in the workplace.

Corporate Parenting - As Corporate Parents, we have the same ambition and high aspirations for all children in our care and care experienced young people: that Stockton-on-Tees is a great place to grow up, where children and young people are protected from harm and supported to be the best they can be in life.

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 the course of their work.

Job Description dated: May 2021

 Stockton-on-Tees BOROUGH COUNCIL	PERSON SPECIFICATION	
DIRECTORATE: Children's Services	SERVICE AREA: Education, Inclusion and Achievement	
JOB TITLE: Caseworker - Virtual School	GRADE: J	

CATEGORY	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	• Educated to NVQ level 4 in a directly relevant subject or the equivalent level of knowledge gained from demonstrable relevant work-related experience.	• Related qualifications	Application
Experience	• Relevant Professional qualification or Equivalent level of knowledge gained through relevant work experience • Supporting learning and development • Partnership working • Promoting a positive culture • Customer focus • Improving services • Experience of working directly with young people in the looked after care system • Experience of working within a multi-agency/multi-disciplinary setting • Experience of working with parents, carers and social workers • Experience of understanding the schools' obligations to children and young people in the looked after care system	• Continuous professional development • Working in local government or public sector • Working in an educational setting • Fulfilling statutory obligations relating to SEND, attendance or suspensions	Application / Interview

	• Working in a school/education setting • Experience of delivering CPD		
Knowledge & Skills	• Effective communication • Problem solving • Effectively plan and prioritise workload • Microsoft Office technology solutions • Service-specific information and case management systems • Team building • Networking • Financial and commercial awareness • Microsoft Office technology solutions • Practical knowledge of relevant legislation and guidance for the education of looked after children • Practical knowledge of educational procedures relating to Special Educational Needs, school exclusions, attendance and school admissions • Understanding of school data relating to performance of individual pupils • Able to enter, extract, summarise, analyse and evaluate information from a variety of sources, dealing with sensitive information appropriately • Able to prioritise tasks and manage workload and to work to tight timescales • Able to contribute to, and work within, a supportive team environment • Able to liaise effectively and constructively with colleagues, agencies and professionals	• Information governance and security • Knowledge of child protection procedures • Knowledge of Children in our Care procedures • Knowledge of internal school systems	Application / Interview
Behaviours	• Demonstrate the behaviours that underpin the Council's Culture Statement • Lead by example • Collaborative team worker • Handle difficult situations sensitively • Pragmatic, flexible and resilient • Self-motivated, energetic, not easily discouraged • Self-motivated, highly organised and passionate about supporting the needs of looked after children		Application / Interview

	• Ability to act as a strong advocate for looked after children • Ability to think creatively and resolve problems • Willingness to undertake further training as required, with a positive approach to self-development • Driving licence • Enhanced DBS Disclosure Certificate		
Other requirements	• The role requires frequent travel between venues across the borough, therefore a full driving licence and / or access to transport is essential		Application / Interview
Person Specification dated: August 2026			

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services	SERVICE AREA: Education, Inclusion and Achievement
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JOB LOCATION / BUILDING: Dunedin House	
REPORTING TO: Virtual School Head Teacher	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks, this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		x
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		x
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		x

Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		x
Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos)		x

Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		x
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		x
Working at Heights - Safety Critical: Employee will be required to work at a height .		x
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		x

Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		x
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		x
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		x
Lone Working (including Home Working): Employee will be required to work alone.		x
DSE Users: Employee will be required to use Display Screen Equipment (DSE) <i>DSE Training and assessment should be completed on commencement – arranged by manager</i>	x	
Any Other: Please identify any other known risks associated with this job role.		x

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:



Date: 12/07/25

For any queries related to this form, please refer to the Known Risk Managers Explanatory Notes, or email the Occupational Health Department: Occupational.Health@stockton.gov.uk