



SWINDON
BOROUGH COUNCIL

Role Profile

Job Title:	Virtual School Education Advisor	Role Profile Number:	Role Profile reference: EO017
Grade: R	Soulbury Grade/Salary Range		Date: April 2021
Directorate/Group:	Directorate or Group: Commissioning - Education Virtual School	Reporting to: Virtual School Head (VSH)	Responsible for:

Job Purpose

To support the arrangements to improve the educational experience and outcomes for children in care, including those placed out-of-authority.

Key Accountabilities

- Work with schools and other settings to deliver requirements as outlined in the DfE Statutory Guidance 2018 *Promoting the education of looked after children*
- Provide consultancy, advice and support to schools in Swindon LA/Other LA to improve the quality of learning and teaching of CiC in order to improve educational outcomes.
- Work effectively and proactively with other personnel across LA services to improve educational outcomes for CiC, reduce exclusions and secure good attendance.
- Challenge and support schools/education settings to implement initiatives and programmes relating to the raising of standards of attainment, removing barriers to learning and narrowing the gap between different CiC and all learners.
- Ensure up-to-date, effective Quality Assurance of E PEP that focus on improving educational outcomes and provide analysis and reporting across E PEP data sets to set time scales.
- Work across a number of schools to establish effective networks and foster collaborative approaches to raising attainment for CiC, for example, coordinate cluster groups to share learning.
- Contribute to the design and delivery of conference/forums/events/training.
- Keep abreast of developments in local, regional and national policy, attending regional meetings / national conferences as required.

Supplementary Accountabilities

- Ability to travel across the Borough for meetings and to access off-site locations including educational settings.
- The ability to attend national and regional meetings as needed in a variety of locations.
- The role may involve some lone working and out of hours work.

- To promote equality and diversity best practice in all areas of work.
- Ensure that any identified personal training needs are discussed with the immediate supervisor including being appraised in accordance with the Council's development and appraisal scheme and to undertake a programme of continuous development.

Knowledge, Skills & Experience

- Qualified Teacher-any age range, mainstream, special or alternative provision – evidence of outstanding teaching.
- Must have direct experience of working in a Virtual School setting
- Leading improvements in achievement in a school – raising standards – understanding of school self-evaluation and track record of improvement – measurable impact.
- Evidence of work to improve outcomes with vulnerable groups; have an understanding of the educational disadvantage faced by CiC.
- Experience of curriculum planning and implementation.
- Excellent communication skills, spoken and written.
- Good IT skills.
- Ability to plan and deliver training to range of stakeholders.
- A team player with an ability to solve complex problems.
- Ability to show flexibility and adaptability.
- Ability to form meaningful relationships and work closely with colleagues.
- Suitable to work with vulnerable children and young people – full DBS check required.

Qualifications

- Qualified Teacher
- Middle/Senior Leadership qualifications/NPQH (desirable)

Job Scope

Virtual School Headteacher, Lead Consultant.

The VSH has access to Pupil Premium Plus funding which is allocated to schools and education settings to close the gap in attainment and progress

Contacts and Relationships

- Corporate Parenting Board-The VS provides regular reports on the activity of Swindon Virtual School and impact on outcomes.
- Strong partnership working with colleagues in Social Care in order to make the most effective use of the resources, facilities, relationships and partnerships.
- Working in a collaborative manner with external and internal stakeholders particularly schools, community members and other bodies that interact with this role.

Values and Behaviours

We strive to underpin our culture through strong management and authentic leadership, this means getting the management basics right, and ensuring what we commit to individually and collectively, we own and demonstrate accountability aiming to get things right first time. Building on this we also expect everyone at SBC to demonstrate and live our organisational values and behaviours, this means in our work we are:

Connected: We put Swindon and its people at the heart of everything we do.

We display a communication and behaviour style that promotes a positive Council identity in connecting with residents, customers, colleagues and other stakeholders ensuring a partnership approach to delivering our vision. Always asking, “is what I am doing in the best interests of Swindon and its people,”?

Resilient: We are forward thinking and work smart

We seek to identify where things can be improved, ensuring this learning is embedded, evaluated and built upon through a strong approach to continuous organisational development.

Brave: We respect and work together with our colleagues and customers to achieve success

We act in an emotionally intelligent way, setting positive examples around accountability, risk and governance. This will be delivered through developing ourselves and our teams to achieve the highest possible levels of productivity and performance.

Other Key Features of the role

- All work performed/duties undertaken must be carried out in accordance with relevant Council policies and procedures, within legislation, and with regard to the needs of the diverse community we serve.
- Job holders will be expected to understand what is meant by safeguarding vulnerable groups (children, young people and adults) and how to raise concerns.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.
- The normal working week is 37 hours, Monday to Friday, 52 weeks per year.
- Your normal working pattern will be arranged with the Virtual School Headteacher, in accordance with SBC policies and procedures (i.e. compressed hours, flexitime, on a rota basis).

Health and Safety:

In accordance with the provisions of the Health and Safety at Work etc. Act 1974 and the Management of Health & Safety at Work Regulations 1999 you must take reasonable care so as not to endanger yourself or other persons whilst at work. You must also co-operate with the Council to enable it to comply with its statutory duties for health and safety.

You must work in accordance with training or instructions given, make proper use of any personal protective equipment provided and inform your manager of any hazardous situations or risks of which you are aware.

You must ensure you undertake responsibilities relating to your position as detailed within your Directorate Health and Safety Policy

Data Protection:

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council’s written procedures.

Swindon Borough Council are committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check will be required for the successful candidate.

Employee Signature:	Print Name:
Date:	
Line Managers signature:	Print Name:
Date:	