



Role Profile

Job Title: Deputy Head Virtual School	Role Profile Number: EO017
Grade: Soulbury 16 Salary:	
Directorate/Group: Inclusion and Achievement	Reporting to: Headteacher Swindon Virtual School
Structure Chart attached:	No

Job Purpose

- Swindon Virtual School successfully operates to support our most vulnerable children and young people to access high quality education and to achieve their full potential. The role of the Virtual School is to raise educational aspirations and narrow attainment and progress gaps to improve outcomes for our children and young people in care. This post will help to ensure that the educational achievement of children in care is given the highest priority in schools, other educational institutions, early years settings and across Local Authority Services

The purpose of the post is to:

- To work with schools, designated teachers, carers, relevant officers and Social Care staff to promote and support the educational achievement and maximisation of life chances of vulnerable young people, including children with a social worker
- To demonstrably improve educational outcomes for these young people and work across all settings, disciplines and agencies to achieve this outcome.

Key Accountabilities

- As the lead professional – manage a small team of staff undertaking direct work with children, young adults and carers in order to maximise their educational attainment and future life chances.
- Make operational decisions and prioritise work, taking account of the needs and views of children and young adults and their carer’s views.
- Track and monitor the educational attainment, progress and experience of allocated groups of children in care, children with a social worker in order to advise and recommend support and interventions

necessary to improve outcomes.

- Use own initiative to progress issues/cases and take on personal responsibility for keeping abreast of new legislation, guidance and developments in education and other fields as they relate to children in care and vulnerable groups.
- Organise and deliver services within a specialist area to meet established operational targets.
- Provide advice, support and guidance to schools, social workers and IROs on interventions aimed at improving educational outcomes and experience, and the funding of such interventions through the Pupil Premium Plus/Additional funding requests and best practice research in EEF
- Quality assure and develop training programme for carers, designated teachers, social workers and independent reviewing officers aimed at raising awareness and understanding of the education of looked after children.
- Develop, and update guidance and information materials/web site for carers, children in care, designated teachers, social workers and independent reviewing officers to raise awareness of the education of looked after children
- Develop co – ordinated multi agency service planning for individual children in care who are experiencing difficulties with their education to support their achievement and progress and improve attendance
- Attend and contribute at identified meetings/standards boards that relate to the educational achievement and experience of children in care.
- Ensure appropriate sharing of information between local agencies, schools, social care and other Virtual School staff, in relation to the education of children in care.
- Lead on the monitoring/QA completion of the Personal Education Plans for individual children in care; ensuring they are up-to-date, effective, of high quality and focus on the educational outcomes of the child/young person.
- Lead the quality assurance of Personal Education Plans, feeding back to relevant partners and professionals the outcomes of the quality assurance, making recommendations for improvement and highlighting good practice.
- To support schools to adopt and model therapeutic thinking approaches to behaviour to support children looked after where absence and exclusion is a concern.
- To work closely with admission and SEND teams to ensure that when a child looked after changes placement or school they are admitted into a new setting, within statutory timescales, avoiding unnecessary drift and delay to avoid them missing education
- Promote and contribute to extra-curricular activities with Swindon Borough council partners and external agencies that promotes the educational achievement of looked after children.
- Ensure the maintenance of an up-to-date roll of statutory school age looked after children and support with the gathering of information about their education placement, attendance and educational progress.

Generic:

- To be alert to any child looked after who is at risk of exclusion and prevent fixed term/permanent exclusion through early intervention work with Designated Teachers, Education Welfare Officers, Social Workers and Carers.
- To refer any child where absence or exclusion is a concern to the VS Emotional Health and Well-Being Triage Support Group.
- To deputise where appropriate for the VSHT and as operational demands dictate
- To review the use of Pupil Premium Plus funding, using the VS needs led model, to implement innovative and creative approaches to promote inclusive practice and determined advocacy for children looked after.
- To support schools to adopt and model therapeutic thinking approaches to behaviour to support children looked after where absence and exclusion is a concern.
- To build and foster strong relationships with Designated Teachers and Carers to ensure that children looked after are not missing education.
- Swindon Virtual school is a dynamic organisation which recognises the need to respond flexibly to changing demands and circumstances. While this job description provides a summary of functions and responsibilities of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post.

Supplementary Accountabilities

- Safeguard and promote the welfare of the young people you are responsible for or come into contact with, according to agreed procedures.
- Attend team meetings, undertake professional development activities and supervise other team members to enhance professional skills.
- Liaise with colleagues and other professionals/agencies to ensure children in care are supported effectively.
- To take reasonable care of your own health and safety and co-operate with management, so far is necessary, to enable compliance with the company's health and safety rules and legislative requirements
- To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post

Knowledge & Experience

- Knowledge and understanding of the guidance and legislation relating to the duty of schools in safeguarding and promoting the welfare of children and young people.
- Knowledge and understanding of the requirements of schools, social care, carers, IROs and Virtual Schools in promoting the educational achievement of looked after children.
- Familiarity with the range of interventions and practices that contribute to raising the educational achievement of looked after children and improves outcomes.

- Knowledge and understanding of the guidance and legislation relating to schools' admissions and exclusions.
- Ability to maintain up to date knowledge of relevant legislation and interpret and disseminate implications to influence delivery of services including that related to SEND and EHCP
- Skills in negotiating successfully with schools and social care on issues relating to the education of looked after children.
- Skill in establishing and maintaining effective working relationships with a wide range of professionals, including the ability to work in partnership.
- Ability and skill in communicating effectively both face to face and in writing.
- Ability and skill to challenge, advice and support school staff, social care and carers in a professional and positive way to promote the educational achievement of looked after children.
- Ability to analyse and use data and information to inform actions and delivery to improve the educational outcomes of looked after children.
- Ability and skill in developing and delivering training that is effective and engaging
- Experience of working in a school or other educational setting.
- Experience of multi-agency working with a range of external partners and agencies to understand and meet the needs of children and young people.
- Experience of working on own initiative, without direction to effectively achieve outcomes.
- Experience of monitoring and reviewing data and information to inform action and intervention.
- Awareness, understanding and commitment to the pursuit of equality of opportunity in terms of service delivery and employment practice

Qualifications

- Educated to degree standard or equivalent
- Relevant professional qualification (PGCE or equivalent) plus current Teacher qualified status
- Evidence of commitment to continuous professional development.
- Senior leadership experience in either a school or Virtual School setting.

Decision Making

- Proven ability to negotiate with, persuade and influence others.
- Excellent understanding of how the educational achievement of children who are looked-after, those previously looked-after and care leavers can be improved
- Making decisions regarding how to interpret and best summarise information gathered.
- Can actively identify and introduce improvements linked to all areas of accountability and latest research and DfE guidance.
- Is purposeful in evaluating practice, identifying priorities, and providing clear advice and recommendations.

Creativity and Innovation

- Experience of working on own initiative, without direction to effectively achieve outcomes.
- Ability to present information in a variety of ways.
- Is able to both support and challenge in order to help improve perceptions and bring about improvements.

- Flexibility to meet the varying demands of the role.

<p><u>Job Scope</u></p> <p>Number and types of jobs managed</p> <ul style="list-style-type: none"> • Education Adviser Post 169 vacancy) • Admin officer • Education Adviser x2 <p>Typical tasks supervised/allocated to others</p>	<p>Budget Holder</p> <p>Responsibility</p> <p>Asset Responsibility:</p>	<p>No</p> <p>Line Manager</p>
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Contacts and Relationships

- Skill in establishing and maintaining effective working relationships with and reporting to a wide range of professionals and wider stakeholders including but not limited to CPAB members, Senior LA leaders, Headteachers, Designated Teachers, Children services, foster carers and young people in care or previously left care
- To line manage staff as advised by the Virtual School Head
- Demonstrate leadership skills and qualities to lead and motivate others.

Other Key Features of the role

- Willingness to work outside normal office hours as required by the needs of the service
- Ability and willingness to travel both inside and outside the council area as required

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

