

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

Job Title:	Virtual School Lead
Reports to:	Head of Standards and Achievement
Department:	Education and Skills
Section:	Families, Children and Learning
Date written:	June 2017
Pay Grade	Soulbury 12-15 (£47277 to £51073 from September 2017)

Purpose of the Job

To ensure that educational expectations and achievement as well as school attendance for Children in Care and Children Previously in Care are high.

To provide professional leadership as lead for the Virtual School, co-ordinating, leading and managing the work of the Virtual School and its team.

To operationally implement the statutory role of the Virtual School as detailed in the statutory guidance.

To support and challenge internal and external schools and relevant partners to secure the best possible educational outcomes for Children and Young People in the care of the Local Authority and those previously in care (0-25 years of age).

To improve the educational achievement and outcomes for Children in Care and those Previously in Care including promoting their social and emotional wellbeing.

To ensure we have ever improving educational provision and intervention for Children in Care and those Previously in Care.

To lead on a service that supports good safeguarding practice in schools.

Principal Accountabilities

Management

To ensure that the Virtual School's vision is communicated to others (including in schools and social work teams), and inspiring and motivating staff working in the Virtual School.

To ensure that all Children in Care have a robust and effective personal education plan (PEP) and access one-to-one support, including personal tuition where appropriate and ensure the quality of this support is monitored.

To organise joint training events for school, staff, carers and social workers to increase awareness of the diverse educational needs of Children in Care and those previously in care children.

To ensure training events or networks take place that support good safeguarding practice in schools.

To ensure the Virtual School provides development opportunities for designated teachers, other school staff, carers and social workers to improve awareness of the educational needs of children so that all stakeholders have high expectations for their educational attainment in and beyond school, and contribute to this programme.

To manage resources including financial systems to ensure value for money including appropriate allocation of pupil premium.

To ensure social workers consider the educational needs of Children in Care when making decisions about moving placements by providing support and challenge.

To line manage the educational safeguarding officer thus supporting outstanding safeguarding practice in schools

Partnership working

To effectively liaise with senior colleagues across Children's Services and the wider council to ensure that Brighton and Hove is an excellent corporate parent.

To maintain effective professional relationships with all key stakeholders working with Children in Care and Adopted Children including, carers and birth families.

To work with a range of services and leads across Children's Services to ensure that measures are taken to promote positive behaviour, good attendance, and reduce exclusions for Children in Care and Adopted Children.

To develop effective links and collaborative work with other Virtual School in other local authorities, especially those where Brighton & Hove children are being educated.

To work closely with headteachers, school governors and School Improvement Partners to drive up standards of education and attainment for Children in Care and Adopted Children.

To support foster carers, residential workers and families with regard to all educational issues.

To work with Early Years settings to ensure that opportunities for pre-school Children in Care and those Adopted are developed and supported.

To work with FE providers to ensure that the needs of Children in Care and Adopted Children are met.

To work closely with key admissions staff in Brighton & Hove and other local authorities to ensure Children in Care and Adopted Children are placed in the school that best meets their needs.

To link to the LSCB, attending meeting as appropriate and ensure messages get filtered through to schools via the Educational Safeguarding Officer

Performance

To ensure continuity of provision for Children in Care and those previously in care moving from Key Stage 1 to 2 and from Key stage 4 to 5.

To monitor the progress of Children in Care and those previously in care in the full range of educational settings through the analysis of data, working closely with relevant staff ensuring data is robust and properly reported and shared.

To analyse and report on all attainment data of children in all settings, including those with SEN and disabilities, who are looked after by the authority and those being educated in the authority but in the care of another, as though they attend a single 'Virtual School'.

To work with relevant data colleagues across Children's Services to track the educational progress of Children in Care and those previously in care and share the implications of this activity, making recommendations and putting actions in place as appropriate.

To work with the school improvement partner and local headteachers to provide high quality challenge and support to those schools where the Children in Care and Adopted Children are on their roll.

To produce a self evaluation setting out an assessment of the progress of all Children in Care and those adopted in the area and improvement of the Virtual School linked to Ofsted expectations.

To ensure the use of Pupil Premium is monitored and that schools are held to account for the impact of additional funds.

To disseminate good practice regarding intervention and provision for Children in Care and those Adopted.

To report regularly to the Children and Young People Committee, Corporate Parenting Panel, Virtual School Steering Group, Senior Leadership Team and the Directorate Management Team and to produce a termly newsletter to communicate the work of the school.

To organise an annual achievement event for Children in Care.

To report annually to LSCB on safeguarding in schools.

To undertake any other tasks commensurate with the grading of the post.

General Accountabilities

- To be aware of the council's aims, organisational values and behaviours and their impact on this post.
- To participate in the council's performance management processes.
- To carry out the duties of the post in accordance with the council's diversity policy.
- To work across the Local Authority, Children's Service Partners, with individual schools and colleges and to broker arrangements that are likely to improve outcomes for Children in Care and those Previously in Care, acting in the capacity of Lead of a single Virtual School.
- To make effective links with Virtual School Headteachers in other authorities and to share good practice.
- To maintain effective communication and engagement with children, young people and their families/carers.
- To have oversight of Virtual School consultation with young people
- To have oversight of risk assessments relating to Virtual School is working with

Equalities

To develop practices within the directorate/division that uphold and develop the principles of the City Council's inclusive Council Policy.

To develop own and team members' understanding of equality issues.

To implement and adhere to the council's Equalities and Health & Safety policies at the level appropriate to the job and carry out duties with regard to these policies.

Health and Safety

You must be prepared to be responsible for the implementation of, and compliance with, the provisions of legislation relating to the health and safety of such employees and areas of the workplace as fall under your direct control and for complying with legislations relating to such works and contracts as are within your direct responsibility.

To carry out all duties and responsibilities with reasonable care for the health and safety of you and any other persons who may be affected by your acts or omissions at work and to co-operate fully with the County Council in health and safety matters.

General

Your duties will be as set out in the above job description but please note that the council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

You will be consulted about any proposed changes.

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PERSON SPECIFICATION

Job Title:	Virtual School Lead
Reports to:	Head of Standards and Achievement (Executive Headteacher of the Virtual School)
Department:	Education and Skills
Section:	Families, Children and Learning
Date written:	June 2017

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Qualified Teacher Status• Degree or equivalent• Evidence of completion of recent and appropriate professional development• Knowledge and understanding of how to raise standards for Children in Care and those Previously in Care• Knowledge and understanding of how to carry out effective partnership working• Extensive knowledge and understanding of how to improve the quality of provision for vulnerable children, including monitoring, evaluation and quality assurance• Knowledge of appropriate safeguarding practice in schools
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Experience	<ul style="list-style-type: none"> • Experience of significant middle or senior leadership role in primary, secondary or special school, or significant school improvement role in LA or other organisation • Experience of leading on whole school or LA initiatives or change across a large organisation • Evidence of Innovative Practice within a school, organisation or service • Experience of successful project management for planning and implementing change. • Experience of managing and leading teams • Experience of undertaking the performance management and staff appraisals • Experience of working with Children in Care and/or Adopted Children • Understanding and commitment to fully meeting safeguarding requirements. • Experience of working across agencies in a multi agency way • Experience of enhancing education outcomes for disadvantaged and vulnerable groups • Experience of working in effective partnerships, with schools and in educational settings
Skills and Abilities	<ul style="list-style-type: none"> • Outstanding team leadership and management skills • Evidence of effective leadership skills, possession of sound judgement and the ability to make well-balanced decisions and carry them through • Proven ability to implement a vision with a clear sense of purpose and deliver strategies which focus on raising the achievement of Children • Ability to lead and promote open discussion and develop shared ownership and commitment to change; deal sensitively with people and resolve conflict; and inspire confidence and motivate staff • Ability to set and achieve ambitious, challenging goals and targets. • Ability to carry out financial planning, budgetary management and apply principles of best value. • Ability to challenge decisions made by stakeholders involved with Children in Care and those previously in care children, in particular when decisions could have a negative impact on the learning opportunities and outcomes for Children in Care and Adopted Children. • Ability to encourage schools to further improve all aspects of organisation and provision for Children in Care and previously in care • Ability to organise work under pressure, prioritise tasks, meet deadlines, manage time effectively and maintain a positive attitude to work. • Commitment to safeguarding and promoting the welfare for

	<p>Children in Care and Adopted Children.</p> <ul style="list-style-type: none"> • Ability to inspire and motivate others • Ability to identify relevant local and national trends that will impact on the Virtual School • Ability to establish effective working relationships with schools and other services/agencies • Ability to communicate effectively to a wide range of audiences • Ability to use IT and Management Information Systems to support effective communication
Equalities	<ul style="list-style-type: none"> • An understanding of and a commitment to promoting anti-discriminatory practice within the team and to carry out duties in accordance with the Council's Equalities policy.