



Head of School Improvement and Early Years (including the role of the Virtual School Headteacher)

Salary: Soulbury SCP 35-38 - £89,348 to £93,506 per annum.

Hours per week: 37

Your contractual hours are 37 per week, which are to be worked in accordance with the flexible working hours' scheme and the needs of the Service.

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Location: Civic Offices, Portsmouth

Contract type: Permanent

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

The Service

The School Improvement, Early Years and Childcare Service lead the strategic improvement of educational outcomes for children and young people across Portsmouth, from early years through to compulsory schooling. The Service works with maintained schools, academies, multi-academy trusts and partner agencies to drive school improvement, fulfil statutory duties and ensure the right balance of support, challenge and intervention. It includes responsibility for assessment and moderation, safeguarding, early education funding, inclusion and outreach, as well as the Virtual School, which champions the education of children in care and care-experienced children. The Service also oversees highly regarded traded services, including the Ethnic Minority Achievement Service and the Music Service, and works collaboratively across the Children, Families and Education Directorate to improve outcomes for children, young people and families.

What is the role?

As a Head of Service within the Education Division, the role provides strategic leadership and direction to drive continuous improvement across education and childcare settings in Portsmouth, with a clear focus on improving outcomes for children and young people. It includes fulfilling the statutory and extended responsibilities of the Headteacher of the Virtual School and College, ensuring strong advocacy and support to improve the educational achievement and life chances of children in care and those who are care-experienced. The role leads on the council's statutory duties in relation to primary school moderation and assessment, including oversight of the PCC Moderation Manager, and acts as the council's named link officer for the Portsmouth SACRE. It also has responsibility for the effective line management of the Early Years and Childcare Service, Ethnic Minority Achievement Service and Music Service, and for building and maintaining high-quality relationships with internal services, partners and stakeholders, providing appropriate support and challenge to ensure accountability and impact.

Who is the person?

You need:

- Qualified teacher status, with a degree or equivalent and evidence of further professional study or qualification
- Successful teaching experience, including a senior leadership role in the primary, secondary and / or special school phase.
- Experience of successfully leading programmes of improvement to deliver better outcomes for children and young people.
- Experience of coaching, training and supporting senior leaders, teachers, support staff and others in bringing about improvements in their practice.
- Experience of evaluating whole school performance using a range of information and detailed data analysis in order to help schools identify suitable strategies for improvement, with evidence of having had significant impact in this area.
- Experience of working constructively and professionally with virtual school, senior school staff, governors, colleagues and external agencies in bringing about improvement.
- Experience working with partner agencies in the delivery of strategic objectives e.g. teaching school hubs, multi academy trusts, Regions Group, etc
- Experience of working with a diverse range of children and families, including those pupils who are disadvantaged, in care or care-experienced, or have may have vulnerabilities and barriers to learning and educational progress.
- Detailed knowledge and understanding of the National Curriculum requirements and current Ofsted inspection frameworks.
- Detailed knowledge and understanding of the Early Years Foundation Stage framework and Development Matters.
- Detailed knowledge of the practical application of Keeping Children Safe in Education and Working Together to Safeguard Children in educational settings.
- Knowledge of educational initiatives and legislation impacting on looked after children and previously looked-after children and the ability to implement this.
- Detailed knowledge of the legislative framework relating to children and young people with SEN and Disabilities, including roles, responsibilities, systems and processes.
- Up to date knowledge of key legislation and guidance relating to school improvement and early years learning and childcare provision.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our [careers portal](#).