

JOB DESCRIPTION

POST:	Virtual School Adviser
RESPONSIBLE TO:	Senior Virtual School Adviser
DEPARTMENT:	Children, Families and Education - Education Service
PAY BAND:	Band 8
SALARY:	£36,363 to £39,151 per annum
HOURS:	Permanent, 37 hours per week, full year contract

We offer hybrid working with the expectation to attend the office a minimum of 2 days a week

JOB PURPOSE

- To improve educational outcomes including progress, attendance and attainment of a caseload of children we care for, those who are care experienced and adopted children, targeting work on the most vulnerable where educational outcomes are poor.
- To work with education settings, headteachers, governors, designated teachers, social workers, carers and other professionals and practitioners to ensure that everyone is ambitious for the children we care for enabling children to fulfil their academic potential.
- To take responsibility for a caseload of children and young people and be the lead in ensuring those children receive high quality educational provision by challenging practice and providing support wherever necessary.
- To have a specialist area(s) of expertise (e.g. SEND, EYFS, primary, secondary, post-16, PLAC) sharing knowledge with staff team members of the Virtual School & College and providing support for individual cases where applicable, working closely with other colleagues in the directorate who have expertise in these areas.

PRINCIPAL ACCOUNTABILITIES

Strategic and Management

- Working with the Senior Virtual School Adviser and Headteacher contribute towards the effective delivery and development of the Virtual School & College.
- Share specialist knowledge and expertise within and outside of the Virtual School team in order to improve outcomes for children.

Partnership Working

- To challenge and support education settings on their support and plans including effective use of the pupil premium plus funding for the children we care for and those who are care experienced.
- To influence schools, social workers, IROs, carers and other stakeholders so that their practice uses evidence-based effective techniques in order that the very best educational outcomes can be achieved for each child and young person.

- To support the effective use of the Pupil Premium Plus funding or other resources and ensure that it is used effectively to have maximum impact on educational outcomes.
- To maintain effective professional relationships with all key stakeholders working with children and young people we care for, including carers and parents.
- To liaise with named designated advisers across the directorate who have specific responsibilities for working with the Virtual School & College
- To put in place high quality interventions where applicable for individual children and young people who need additional support and are not accessing it through an educational setting e.g. as a result of a placement move.
- To facilitate liaison between other agencies and attend meetings such as Personal Education/Opportunity Plan (PEP/POP) meetings, school-based plans, EHCP annual reviews, etc.

Service delivery and performance

- Manage a caseload of children we look after and care experienced, ensuring that PEPs and POPs are carried out termly as a joint responsibility involving the education setting, social worker and Virtual School as appropriate.
- Quality assure all PEP and POP documentation with support from the Virtual School Business Support Adviser, providing feedback and support to education settings and guidance for improvement to all professionals involved.
- Maintain accurate pupil records and case notes across relevant management information systems in compliance with Virtual School policies, procedures and protocols.
- Provide regular reports and updates about your caseload as requested by the Virtual School Headteacher and Senior Virtual School Adviser
- To support and challenge education settings, carers, social workers and other agencies in terms of the educational outcomes - progress, attainment, attendance - for a case load of children that come under your responsibility
- To produce records of action taken in respect of the children within your caseload
- To provide advice and guidance to parents, carers, social workers, IROs, designated teachers, education settings and deliver or arrange training as required working closely with the Senior Virtual School Adviser
- To be responsible for a case load of children and young people we care for and care experienced, monitoring and tracking attendance and progress against the targets set.
- To ensure that PEPs and POPs, CWLA reviews and Annual Reviews for children with EHCPs are completed in a timely manner and fully involve designated teachers and social workers as appropriate
- To ensure the voice of the child or young person is heard and that their views are taken into account.
- To ensure that SMART targets are set at the beginning of each key stage for the end of key stage outcomes for each child and young person we care for.
- To ensure that all children and young people we care for attend school regularly and that any barriers to attendance are addressed through the challenge and support we give to education settings, social workers and other relevant services and agencies.
- To work closely with schools when children are at risk of suspension or exclusion.
 - To take on responsibilities, projects and tasks that support the development of the whole Virtual School & College as required by the Virtual School Headteacher and Senior Virtual School Adviser

Who is the person?

You will need to have:

Qualifications:	Essential	Desirable
Degree or equivalent		X
Graduate with Qualified Teacher Status and or other equivalent professional qualification		X
Evidence of participation in continuing professional development		X

Experience of:	Essential	Desirable
Working in or with a Virtual School		X
Successful track record of working with a range of staff in different settings	X	
Successful teaching		X
Working with a range of pupils including gifted and talented, disadvantaged, vulnerable, complex needs, including children we care for and care experienced	X	

Knowledge and understanding:	Essential	Desirable
Knowledge and understanding of the needs of the children we care for and care experienced and how to improve the quality of education provision for them	X	
Good knowledge of systems for assessing progress, attainment and attendance of children and young people	X	
Good knowledge of statutory guidance and processes for areas such as admissions, SEND, suspensions, school attendance, etc	X	
Good understanding of care proceedings and working with children's social care	X	
Understanding of the context for raising standards and improving the outcomes for the children we look after and care experienced, locally, regionally and nationally.	X	
Good understanding of teacher assessment and the importance of setting appropriate attainment targets to ensure good progress.		X

Have an understanding of the importance of confidentiality and how to apply it in practice	x	
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Skills and abilities	Essential	Desirable
Demonstrate optimistic personal behaviour, positive relationships and attitudes towards colleagues, practitioners, internal and external services and agencies	x	
Able to demand ambitious standards for all pupils, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in headteachers, designated teachers and social workers for their work on pupils' outcomes	x	
Able to engage with and build good relationships with individual children and young people, particularly those who are vulnerable, disadvantaged, may have complex needs, in order to improve education outcomes	x	
Able to provide professional support and challenge to headteachers, governors and colleagues within all education settings	x	
Able to challenge and negotiate with schools over their requirements	x	
Able to co-ordinate and chair PEP and POP meetings	x	
Excellent communication skills, able to meet the requirements and demands of different stakeholders - written, presentations, negotiation and conversational skills	x	
Competent in the use of IT to enable effective management and monitoring of caseload	x	
Proven ability of engaging with colleagues, stakeholders and partner agencies / services and working with them to deliver improved educational outcomes for children and young people.	x	
Self-motivator who is able to demonstrate high levels of self-discipline, initiative, organisation and who is able to deliver against strict and demanding deadlines	x	
High standards of professional integrity, whilst being resilient, determined and confident	x	
Visible, approachable and accessible	x	
Able to analyse, interpret and present complex data in a clear and engaging way, both verbally and within written reports	x	

Proactive and solution focused	X	
Ideally able to drive due to the requirement to attend meetings in schools and colleges as well as in other LA area - will therefore need access to a form of transport or be able to independently get around the city / region / country as required.		X

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 policies.
- Effective communication and engagement with the children we care for, those who are care experienced, adopted children and their carers/families.
- To undertake available training opportunities and show a commitment to educational matters.
- Continuous development, to maximise potential and ensure the efficient and effective delivery of council services.

Equalities

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

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 direct control and for complying with legislations relating to such works and contracts as are within direct responsibility.

Carry out all duties and responsibilities with reasonable care for own health and safety and any other persons who may be affected by acts or omissions at work and to co-operate fully with the council in health and safety matters.

Safeguarding

Portsmouth Local Authority is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.



General

Duties will be as set out in the above job description but please note that the council reserves the right to update this job description, from time to time, to reflect changes in, or to, the 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 the job and, in addition, as a term of the employment there may be requirements to undertake various other duties as may reasonably be expected. Any proposed changes will be consulted upon.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

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