

OLDHAM COUNCIL

JOB DESCRIPTION

Job Title:	Virtual School Deputy Headteacher (Attendance & Inclusion)		
Directorate:	Education, Early Years and Skills	Division/Section:	Education & Early Years
Grade:	Soulbury 11-14	JE Reference:	

Job Purpose

To support the Virtual School Headteacher in ensuring that Oldham Council fulfils its duties in relation to promoting the education of vulnerable children under the remit of the Virtual School.

To provide strategic leadership as part of the Virtual School Team to promote inclusive, trauma informed policy and practice and to ensure there are robust measures in place within the service and amongst multi-agency partners to promote and support timely admissions, excellent attendance and prevent suspensions and exclusions for vulnerable children

To be responsible for analysis, development and implementation of plans and programmes to improve key priority areas in schools and settings in relation to the education and inclusion of vulnerable children.

In line with duties and remit of the Virtual School, lead Council and partnership strategies for improving key priority areas in schools and settings around the inclusion and education of vulnerable children.

To work collaboratively with all key services and partners to influence practice and ensure there is highly effective integrated working to support vulnerable children including Oldham's children looked after to achieve good educational outcomes wherever they live

Key Tasks

Play a lead role in raising educational achievement of vulnerable children under the remit of the Virtual School

Support, advise and challenge schools, social workers and carers to maintain high aspirations for children in care, previously in care or with a social worker, in progression to further and higher education

Work collaboratively with services and key partners to ensure measures are taken to promote high attainment, good attendance and inclusion of vulnerable children

Work positively to influence the use of available funding, including Pupil Premium Grant and SEND budgets, by all partners to improve inclusion and educational outcomes

Coordinate / Contribute to Local Authority initiatives and programmes to improve inclusion and educational outcomes of vulnerable children

Ability to react to highly complex problems with associated risk problems and deliver pragmatic solutions

Commission a variety of services to support educational achievement, aspirations and engagement of children and young people whilst supporting and upholding the effective processes of the Council, enabling legal obligations, strategic compliance and regulatory objectives are met

Use robust effective analysis of information to inform strategic objectives whilst ensuring advice is in line with current legislation and is accurate and relevant

Be a key member of a variety of children's services and partnership panels – offer advice and challenge and participate in service planning and implementation and contribute to the development of policies, practices and procedures

Produce, implement and monitor progress of the annual team plan and link with wider service and Council plans

Lead on procurement, development and delivery of training to a variety of audiences across the Council and key partner agencies, including chief officers, head teachers, school governors, social workers and carers

Work directly with and be responsible for children and young people with extremely challenging behaviours whilst on trips, activities and residentials ensuring completion of and compliance with event specific risk assessments

To be willing and physically able to attend Team Teach training in order to be able to deal with extremely challenging behaviours and have the ability to diffuse situations using de-escalation techniques

Keep abreast of changes to relevant statutory and non-statutory guidance, best practice research in your area of expertise and ensure that this is embedded in both the work of the team and the approaches we promote

Standard Duties:

1.	To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2.	To uphold and implement policies and procedures of the Council, including customer care, data protection, finance, ICT, safeguarding and health & safety policies.
3.	To actively engage with the behaviours and values of the Council to promote and support our Co-operative Agenda.
4.	To undertake continuous professional development and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures as appropriate to the role.
5.	Undertake any additional duties commensurate with the level of the post.

Contacts: Council officers, elected members, school leaders, attendance officers, resident families.

Relationship To Other Posts in the Department:

Responsible to:	Virtual School Headteacher
Responsible for:	VS Senior Education Advisor (CLA), VS Education Advisor for Vulnerable Children, Oversight of Data Analyst (managed by performance Team)

Special Conditions:	Enhanced DBS, Essential Car Users Allowance
	None

Values and Behaviours:
We have a clear set of values that outline how we do business. We share these Borough-wide with our residents, partners and businesses: • Fairness - We will champion fairness and equality of opportunity and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved. • Openness - We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible. • Responsibility - We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations. • Working together - We will work together and support each other in achieving common goals, making sure the environment is in place for self-help. • Accountability - We recognise and act upon the impact of our actions on others and hold ourselves accountable to our stakeholders. • Respect - We recognise and welcome different views and treat each other with dignity and respect. • Democracy - We believe and act within the principles of democracy and promote these across the borough. Internally we have translated these values into five Co-operative behaviours which outline the priority areas of focus for staff at all levels. • Work with a Resident Focus • Support Local Leaders • Committed to the Borough • Take Ownership and Drive Change • Deliver High Performance More information around our Values and Behaviours can be found on our Greater.Jobs pages.

	DATE	NAME	POST TITLE
Prepared	06/05/26	Jennie Davies	Headteacher for the Virtual School

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PERSON SPECIFICATION

Job Title: Improvement Manager

	Selection criteria (Essential)	Selection criteria (Desirable)	How Assessed
Education & Qualifications	Qualified Teachers Status (QTS)	Leadership / Management qualification	AF
Experience	Significant experience of teaching and leading strategies to improve attendance, inclusion and outcomes for vulnerable cohorts Experience of strategic leadership in an area such as inclusion, attendance Experience of planning and delivering high quality training to a range of audiences	Experience of being a Designated Teacher or DSL	AF / I AF / I AF / I
Skills & Abilities	Analytical skills to inform change and plans. Ability to motivate, engage and develop people to deliver shared outcomes. Excellent interpersonal skills including the ability to work positively and collaboratively with a range of people and partners across education, Children's Social Care, Local Authority Services, Elected Members, Parents / Carers and Children and Young People Highly developed verbal and written communication skills, including the ability to negotiate with and influence others and manage conflict Excellent organisational skills, able to set priorities, be self-motivated, show integrity and work under own initiative Ability to analyse and evaluate quantitative and qualitative data and report findings clearly transferring findings into strategic and operational development plans		AF / I AF / I AF / I

	Good level of competency in basic computer skills and systems, having regard for GDPR and associated policies		
Knowledge	Good knowledge of all relevant legislations and guidance (statutory / non statutory) linked to supporting and promoting the education of vulnerable children under the remit of the Virtual School		AF / I
	Secure knowledge of safeguarding policy and practice		AF / I
	Clear understanding of leadership strategies and experience of line management of staff with an outcomes based approach		AF / I
	Knowledge of the impact of ACES, trauma and attachment difficulties and the barriers this can create with attendance, engagement and learning and the ability to convey this knowledge and understanding to key partners		
Work Circumstances	Willingness to flexibly work outside of office hours as required by the needs of the service.		I
	Ability to travel across borough and Greater Manchester area either through use of a vehicle insured for business use or using public transport		I

Abbreviations: AF = Application Form; I = Interview; AC = Assessment Centre; T = Test

NB. - Any candidate that meets the criteria of our [Guaranteed Assessment Scheme](#) and meets the essential criteria of the role, will be guaranteed the first stage of assessment (whether that is an interview or another assessment, as appropriate).

Our Guaranteed Assessment Scheme supports candidates with disabilities, those who are aged 24 or under and have previously been in or currently in care, those that are carers, and those whose last long term substantive employer was the Armed Forces.