**Job Description and Person Specification Profile**

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| **Job Title** | Head of Virtual School and College |
| **Service** | Virtual School |
| **Grade** | Soulbury PTS 21 £68,811 - PTS 24 £72,507+3SPA |
| **Reporting to** | Assistant Director – Education & Inclusion |

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| **The Role** |
| To provide the strategic leadership for the Virtual School and College for cared for children and young people, children with a Social Worker and all other relevant children, with a relentless focus on driving up attainment and engagement in learning.To bring a sharp focus on raising expectations and improving standards of attainment in order to eliminate the gap between cared for children and their peers. To ensure effective education for children for whom the Council is the corporate parent, by leading, supporting and challenging Head Teachers and designated teachers.To work in partnership with all colleagues, senior managers, social workers, carers and Elected Members to secure the best possible educational provision and outcomes for cared for children in Tameside and placed in other areas.To ensure as a Corporate Parent that cared for children have equal access to educational, training and employment opportunities as well as broader opportunities beyond schools.To ensure that services are responsive to and informed by the voice and needs of cared for children in Tameside.To provide clear accountability so that every part of the education system has clear and well defined aims and targets to ensure that cared for children are a priority.**Main Duties and Responsibilities include:*** To plan strategically in partnership with other key staff to improve the outcomes for children in care in attendance, exclusion, attainment and emotional well-being and to engage the appropriate services/staff to do this.
* To manage the allocation of funding to schools from the Dedicated Schools Grant Pupil Premium + funding to support individual learning packages for cared for children as outlined in their PEP.
* To be a member of the Senior Leadership Team and provide expertise on education opportunities and practices for cared for children.
* To provide an organisational lead on creating opportunities to improve education for cared for children.
* To lead on developing and improving a cohesive and progressive education offer for cared for children across the range of teams in Children’s Services and other agencies.
* To influence practice and outcomes for vulnerable groups of young people with child protection plans or who are children in need alongside colleagues in the Children’s Leadership Team, so that all assessment and planning for children has a relentless focus on attainment and engagement with learning.
* To influence schools and further education providers to provide their best education for cared for children and to effectively challenge when this does not happen.
* To work jointly with the Special Educational Needs Team to ensure that educational placements for cared for children with Education Health and Care Plans are made as quickly as possible with Code of Practice timescales.
* To analyse and report on a range of data from educational settings for all cared for children, including those with SEN and disabilities to effectively to track pupil progress, assess impact and assist in future planning, target setting and the appropriate use of support.
* Ensure that all cared for children have a Personal Education Plan that is produced in a timely way, is regularly monitored and amended in partnership with each young person and demonstrates impact of individual support packages.
* Ensure that all Personal Education Plans are quality assured to ensure they are meeting the individual needs of cared for children. Provide feedback to education providers where improvements could be made.
* To report regularly to Education, Attainment and Improvement Board, Corporate Parenting Group and Tameside Safeguarding Children’s Partnership on the progress of cared for children and the impact of the service on attainment.
* To chair the Education Sub Group of the Corporate Parenting Group.
* To establish a credible and professional relationship with headteachers and Principals in Tameside and other boroughs working directly with nurseries, schools, further education providers and School Improvement Teams to drive up standards and improve outcomes for cared for children.
* Provide professional leadership and development for designated teachers and provide networking opportunities. To disseminate best practice in schools which have cared for children on roll, especially in relation to education stability and raised attainment.
* To manage the Virtual School and College Team, providing strategic direction, directing their workload, setting timescales and deadlines and offering advice, supervision and support.
* To ensure that all reporting requirements are met promptly and efficiently.
* To work in partnership with the school admissions teams in Tameside and other boroughs to monitor school admissions for cared for children ensuring that:
	+ Cared for children are placed in the school which best meets their needs at the earliest opportunity
	+ Social workers and carers are adequately equipped to make the right decision on school placements.
* To work with colleagues and schools to prevent the exclusion of cared for children.
* To commission and participate in regular external evaluations of key aspects of the performance of the Virtual School and College.
* To make effective and productive links with virtual school heads in authorities where cared for children from Tameside are being educated.
* To work in partnership with a range of agencies e.g. CAMHS, Independent Reviewing Officers to ensure the high profile of education with cared for children in Tameside.
* To develop effective relationships and positive working practice across a range of services and agencies including social services, health and voluntary organisations.
* To strengthen the voice of cared for children at all stages in their education.
* To ensure cared for children feel valued and that their achievements are celebrated.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.  |
| **About You** |
| **Your essential qualifications*** Graduate with Qualified teacher status
* Evidence of continuing professional development and a range of relevant courses related to the education of vulnerable children.

**Your essential skills, knowledge and experience*** Significant teaching experience at Primary or Secondary level.
* Successful leadership and management experience within a school or local authority.
* Experience of supporting vulnerable children including Cared for Children in education settings.
* Successful experience of raising standards in an educational setting, using pupil performance data in target setting.
* Experience of collaborative working with other agencies to support vulnerable young people.
* Significant experience of delivering training to staff, governors and other audiences in order to convey the principles of the Virtual School.
* Expertise in initiating and managing joint programmes between a range of educational and other settings.
* Experience of budget and resource management
* A comprehensive knowledge of the legislation and national guidance relating to the education and care of Cared for Children.
* Knowledge of support systems and interventions available for children who present challenging behaviour.
* Up to date knowledge of the SEN Code of Practice and an understanding and knowledge of relevant legislation relating to anti discriminatory practices and equalities issues.
* A good understanding and experience of using data and intervention strategies to support the raising of attainment.
* Good negotiating, analytical and IT skills.
* An ability to work effectively with mainstream schools to promote successful integration of pupils.
* Good working knowledge of Ofsted inspection frameworks and processes.
* Ability to work to tight deadlines and manage time effectively.
* Ability to relate well to Heads, teachers, managers, social workers.
* Excellent report writing skills.
* An ability to link initiatives and ideas.
* Ability to communicate clearly and effectively to a variety of audiences including pupils, carers, partner agencies and the wider community.
* Ability to influence people and to exercise a leadership style that is based on consultation, involvement and the valuing of others.
* An enthusiastic leader who is able to demonstrate the ability to motivate others.
* Ability to balance directive and consultative styles and apply them appropriately in different situations.

**If you have the following experience or qualifications – then that’s great!*** Management qualification.
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**Our employees’ skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.**

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| **What can you expect from us?*** A fair salary and benefits
* Opportunities for good health and wellbeing
* Help you to grow, develop and to do your best
* Enable you to be creative and innovative
* Fully involve you in changes that affect you and your work
* Listen, and act on your ideas and feedback

**Working together, we are proud to work for Tameside** |

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

