

# Job Description and Person Specification

Role: Headteacher Virtual School



## Job Description

<b>Job Title</b>	Headteacher Virtual School
<b>Grade</b>	HT3 Leadership Scale L13 - L18
<b>Service</b>	Education
<b>Reports to</b>	Head SEND and Specialist Services
<b>Location</b>	Broadgate House, Broadgate, Coventry CV1 1FS
<b>Job Evaluation Code</b>	Headteacher leadership pay scale



## About Coventry City Council

**Who we are:** At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

**Our aim is simple** – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

**Our Values:** We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



# About the Service your team will provide

## Purpose of the role

To fulfil the local authority's statutory duty as set out in The Children and Families Act 2014, to promote the educational achievement of children in care.

The Virtual School Head Teacher is the lead responsible officer for ensuring that arrangements are in place to improve the educational experiences and outcomes of the authority's children in care, including those placed outside of Coventry City boundaries. From September 2021, the Virtual School Head's role was extended to include the strategic leadership of 'promoting the education outcomes of all children and young people with a social worker (CWSW)'. This includes all children age 0 up to 18, who were assessed at any time as needing a social worker due to safeguarding and/or welfare reasons resulting in a Child in Need or a Child Protection plan.

For previously looked-after children (PLAC) and Kinship Care (wef Sept 25), the Virtual School is a source of advice and information to help parents to advocate for their children as effectively as possible.

## Main Duties & Key Accountabilities

### Core Knowledge

- Provide strategic and operational leadership to the virtual school team and ensure that the service is able to provide high quality support and challenge to schools, carers and all relevant partners to secure the best possible educational outcomes for children looked after (CLA);
- Create/promote a culture of high educational aspirations with all partners, striving for accelerated progress and age-related attainment or better for CLA;
- Produce an annual report, self-evaluation document and a strategic plan for the Virtual School, setting out an assessment of the school's impact on the progress of all children in care alongside an action plan to achieve future targets;
- Provide a Headteacher's report to the Virtual School Board on a termly basis;
- Work collaboratively to ensure our CLA attend the best possible education establishments and are provided with opportunities to progress and realise their individual potential;
- Work to avoid drift or delay in the provision of suitable educational provision, including special educational provision, and unplanned termination of educational arrangements through proactive, multi-agency co-operation. Gaps in education must be minimised requiring negotiation with or direction of schools both within and outside of the LA.

- Continuously track and monitor attendance, exclusions, progress and personal achievements of CLA, who are resident both within and outside of the City;
- Advise on any barriers identified that prevent a child accessing a full-time, high quality educational provision;
- Maintain an up-to-date roll of children looked after who are in school or college settings, and gather information about their education placement, attendance and educational progress through the PEP process:
- Co-ordinate and support the effective delivery of Personal Education Plans (PEPs) and monitor the outcomes. Where specific educational concerns are raised ensure prompt and appropriate action is taken;
- Manage the Pupil Premium Plus funding for CLA and work with schools to ensure it is used effectively;
- Encourage, support and celebrate young people's successes and achievements. This includes the promotion of children's participation in out of school activities and projects;
- Provide advice and guidance to children, parents, carers, social workers, schools and others, as appropriate, around the education of CLA and previously looked after children (PLAC);
- Provide a range of joint and specific training opportunities to support partners to support the educational needs of CLA, PLAC and CWSW;
- Ensure social workers, designated teachers and schools, carers and IROs understand their role and responsibilities in initiating, developing, reviewing and updating the child's PEP and how they help meet the needs identified in that PEP;
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> Nurseries, schools, colleges, other Local Authorities, DfE,	<b>Internal</b> All education and social care services including SEN, admissions, attendance, school improvement, children's disability team, children's LAC and leaving care. Finance, HR, School Improvement.
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## Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

### Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

### Training

The postholder must attend any training that is identified as mandatory to their role.

## Responsible for:

### Staff managed by postholder:

Virtual school team members typically four advisory teachers, two mentors and three administrators although this may change/expand according to service needs.



## Person specification

<b>Job Evaluation Code</b>	Headteacher TCs
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>Specialist knowledge of the practical application of Keeping Children Safe in Education and Working Together to Safeguard Children in educational settings and the ability to challenge and support settings to implement this guidance consistently and effectively.</li> </ul>	
<ul style="list-style-type: none"> <li>Detailed knowledge of the needs of Children Looked After across the phases of education including those in mainstream, specialist and alternative provision.</li> </ul>	
<ul style="list-style-type: none"> <li>Expert knowledge of educational initiatives and legislation impacting on children looked after and the ability to work effectively within and across educational settings to implement this.</li> </ul>	
<ul style="list-style-type: none"> <li>Expert knowledge of strategies to enhance teaching and learning opportunities for children attending educational settings within the immediate locality and further afield.</li> </ul>	
<ul style="list-style-type: none"> <li>Specialist knowledge of effective approaches to supporting the educational attainment and holistic development of preschool and post 16 learners.</li> </ul>	
<ul style="list-style-type: none"> <li>Detailed knowledge of the legislative framework relating to children and young people with SEN and Disability, including roles, responsibilities, systems and process</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>Excellent communication skills at all levels including, written, verbal and presentational situations, suitably adapting content and style to purpose.</li> </ul>	
<ul style="list-style-type: none"> <li>Strong financial and resource management skills to ensure value for money, transparency and impact</li> </ul>	
<ul style="list-style-type: none"> <li>Considerable expertise in using leadership skills to motivate and inspire others</li> </ul>	
<ul style="list-style-type: none"> <li>The ability to confidently lead and influence a range of partners across the organisation and learning environments.</li> </ul>	
<ul style="list-style-type: none"> <li>Considerable expertise in planning, organising and prioritising activity to achieve service aims. This will entail regular and robust monitoring of the effectiveness of approaches and clear communication of any changes in service delivery to stakeholders, particularly the Virtual School governing body.</li> </ul>	
<ul style="list-style-type: none"> <li>The ability to analyse a range of data and information in order to identify key issues and take informed decisions</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to lead a team, to motivate others and maintain a high quality outward facing provision.</li> </ul>	
<ul style="list-style-type: none"> <li>Ability to represent the Council locally, regionally and nationally as required</li> </ul>	

<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Senior leadership experience in either a school or Virtual School setting.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of successful collaborative working with other agencies, e.g. Social Care and Health</li> </ul>	
<ul style="list-style-type: none"> <li>• A proven track record of providing successful leadership within a local authority, education service or school, including the leadership and management of staff.</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of developing policy and/or practice in relation to groups of vulnerable children (which may include SEN and LAC)</li> </ul>	
<ul style="list-style-type: none"> <li>• Successful experience of leading on INSET and the development of approaches, initiatives and resources to meet a range of special educational needs</li> </ul>	
<ul style="list-style-type: none"> <li>• Effective budget management</li> </ul>	
<ul style="list-style-type: none"> <li>• Proven competency in handling, interpreting and presenting data for purpose in a range of formats</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of responding/contributing to OfSTED inspections</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of working within a political environment and responding to Elected Members enquiries</li> </ul>	
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>• Qualified Teacher Status</li> </ul>	
<ul style="list-style-type: none"> <li>• Relevant degree</li> </ul>	
<ul style="list-style-type: none"> <li>• Evidence of commitment to continuous professional development.</li> </ul>	
<b>Special Requirements</b>	
This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)	

<b>Date Created</b>	May 2015	<b>Date Reviewed</b>	April 2024
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