

Job Description and Person Specification

Job Title – Assistant Head for Extended duties

Job Details	
Grade	Teacher leadership scale 7 - 11
Service	Coventry Virtual School
Location	One Friargate Offices
Job Evaluation Code	N/A (Teacher leadership scale)

Coventry City Council Values
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

To provide strategic leadership and drive improvement in educational outcomes for children with a social worker in Coventry. The postholder will lead on the delivery of the Department for Education's extended duties for Virtual Schools, working collaboratively with partners across education, children's services, and other agencies.

The Assistant Head will ensure that children with a social worker are visible in education planning and support, barriers to engagement are reduced, and outcomes in attendance, attainment, progress, and inclusion improve.

The post holder will have a proven record of working within child protection planning processes, improving education experiences and outcomes for pupils subject to child protection plans. They will demonstrate expertise and a strong track record in supporting pupils with social, emotional and mental health (SEMH) needs, and in advising schools on inclusive practice.

The postholder will also support the Head of the Virtual School with wider leadership responsibilities, contributing to the school's strategic direction, self-evaluation, and improvement planning.

Main Duties & Key Accountabilities

Strategic Leadership of Extended Duties

- Lead the development, implementation, and monitoring of the Virtual School's strategy for children with a social worker.
- Promote a culture of high aspirations and ambition for children with a social worker, ensuring their education remains a key priority across Coventry.
- Provide education advice, guidance and support to Child Protection processes and professionals.
- Identify and address barriers to learning, attendance, SEMH, and progress, drawing on research and best practice.
- Establish and chair networks for schools, social care, and partners to share practice and drive improvement.
- Lead the design and delivery of professional development and training for schools, social workers, and carers on supporting children with a social worker and those with SEMH needs.

Partnership and Collaboration

- Work strategically with colleagues across Coventry City Council, including Children's Services, Education, SEND, Attendance, Safeguarding, and Health.
- Strengthen partnership working between the Virtual School, social care, schools, and post-16 providers to ensure consistent approaches.
- Contribute to child protection planning processes by ensuring that education priorities are visible and addressed.
- Provide advice and challenge to schools and services to ensure children with a social worker have access to high-quality, inclusive education and support.

Monitoring, Reporting and Impact

- Develop and maintain robust systems to track the attendance, attainment, exclusions, and progress of children with a social worker at a cohort level.
- Use data to evaluate impact, inform strategy, and identify areas for improvement.
- Formally report on strategy, progress, and outcomes to senior leaders within the local authority, elected members, and the Department for Education, as required.
- Ensure effective use of extended duties grant funding and contribute to financial monitoring and accountability.

Virtual School Leadership

- Support the Headteacher of the Virtual School with the leadership and management of the Virtual School
- Contribute to the Virtual School's self-evaluation, improvement planning, and quality assurance processes.
- Deputise for the Headteacher when required.

Key Relationships

External:	Maintain schools /Academies / Independent School settings & alternative provision settings. Education settings and children's & education services in other local authorities.	Internal:	Coventry maintained schools. Coventry education services. Coventry children services. Parents and carers
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Standard Information
<p>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.</p> <p>Training The postholder must attend any training and undertake any development activities that are identified as mandatory/beneficial to their role.</p>

Responsible for
<ul style="list-style-type: none"> Line-manage and support Virtual School staff, including advisory teachers and admin/support staff

Person Specification	
Requirements	
Knowledge	<ul style="list-style-type: none"> • Qualified teacher status (QTS) with substantial experience in school leadership or local authority education services. • Proven track record of involvement in child protection planning and demonstrable success in improving outcomes and education experiences for pupils on child protection plans. • Strong understanding of safeguarding, social care processes, and the statutory responsibilities of agencies working with vulnerable children. • Proven record and strong understanding of SEMH needs and effective strategies for supporting inclusion in schools. • In-depth knowledge of education and social care legislation, statutory guidance, and policy affecting children with a social worker. • Experience of working in partnership across agencies to secure improved outcomes for children. • Proven ability to lead strategy development, training, and change management at a system-wide level.
Skills And Ability	<ul style="list-style-type: none"> • Excellent leadership and management skills, with the ability to inspire, influence, and challenge effectively. • Highly skilled in analysing and interpreting data to inform practice and strategy. • Strong communication and interpersonal skills, with the ability to engage schools, social workers, carers, and senior leaders. • Ability to design and deliver effective professional development programmes on safeguarding, SEMH, and inclusive practice. • Capacity to think strategically while maintaining attention to detail. • Ability to manage competing priorities and deliver to tight deadlines.
Experience & Qualification	<ul style="list-style-type: none"> • Qualified teacher status (QTS) with substantial experience in school leadership or local authority education services.

	<ul style="list-style-type: none"> • Continued professional development in the area of leadership essential, NPQSL desirable • Experience of working in partnership across agencies to secure improved outcomes for children. • Proven ability to lead strategy development, training, and change management at a system-wide level. • Experience of working with pupils with SEMH needs and improving education stability for those at risk of exclusion
Special Requirements	This post is exempt 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 Services (DBS)

Declaration			
Reviewed/Created By:	Mikaela Carrasco		
Job Title:	Virtual School Head	Date:	December 25