

Job Description and Person Specification

Job Title – Education Advisor for The Virtual School

Job Details	
Grade	6
Service	Coventry Virtual School
Location	One Friargate Offices
Job Evaluation Code	L3595D

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
<p>The main function of this role is to promote the educational achievement of children supported by the Virtual School (children in care, previously in care, adopted, special guardianship, kinship and children with social worker) through the provision of information and advice to carers parents and educators.</p> <p>The Advisor will ensure the educational attainment of children supported by the Virtual School is given a high priority in schools, early years settings and alternative provisions.</p> <p>The Advisor will ensure that any barriers to success are challenged thereby promoting a culture of high aspiration for children supported by the Virtual School.</p>

Main Duties & Key Accountabilities	
The advisor will be the key point of contact for parents', carers and education settings	
To respond to requests for advice and information from education providers of early years settings, designated teachers in maintained schools and academies and providers of alternative provision in respect of individual children. In particular, the Advisor should develop and build on existing good working relationships with designated teachers	
To respond to parental requests for advice and information, EG advice on school admissions, attendance, exclusions etc. Where appropriate the Advisor should signpost to other services that can offer advice and support	
To provide advice and information to education settings to improve awareness of the vulnerability and needs of children supported by the Virtual School, this should include promoting good practice and identifying and meeting their needs, as well as guidance on effective use of pupil premium plus (PP+)	
Work with parents, carers, agencies and partners to share information about education opportunities and to make informed choices	
Work with parents, carers and education providers to resolve issues arising from concerns around sustaining education placements	
To record and manage referrals for children supported by the Virtual School including reasons for referral, advice offered and outcomes	
To facilitate education planning meetings for children supported by the Virtual School	
Report to the Virtual School governing body and corporate parenting forum as appropriate	
To prepare and provide written and or verbal reports, evaluations and action plans for senior management	
To analyse and interpret school data to identify areas where improvements are required	
Maintain electronic casework records	
Any of the duties and responsibilities within the range of the salary grade	

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. Foster carers and parents

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
N/A

Person Specification	
Requirements	
Knowledge	Knowledge and understanding of current good practise with respect to Improving the educational outcomes of children in care and children previously in care as well as children in kinship care arrangements, special guardianship care arrangements and children with a social worker.
Knowledge	Significant knowledge of current education issues and the legislation relating to education and children
Knowledge	Substantial knowledge of the legal framework related to school attendance and suspension/exclusion
Knowledge	Detailed knowledge of intervention programmes that work with children and young people with social, emotional and mental health needs
Knowledge	Detailed knowledge of safeguarding procedures
Skills And Ability	Excellent communication skills that show an ability to deal with complex situations as well as excellent negotiating and influencing skills
Skills And Ability	Ability to contribute to the leadership and delivery of training to a variety of partners including parents, carers and designated teachers

Skills And Ability	Able to develop and maintain professional relationships with children, young people and their parents and carers as well as work effectively with partner agencies
Skills and ability	Able to influence the development of practise in other agencies
Skills and ability	Able to chair meetings and be able to gather and present information in verbal and written form
Skills and ability	To be emotionally resilient and to be able to work in a challenging environment
Skills and ability	Excellent organisational skills to prioritise workload and meet conflicting deadlines
Skills and ability	Compliant in the use and application of technology associated with the role
Skills and ability	Ability to travel across the county and beyond, effectively and efficiently
Experience	Experience of multidisciplinary and multi-agency working
Experience	Experience of effectively working a team as well as working on your own initiative when required
Experience	Experience of supporting and planning support for pupils with SEMH need within the education setting
Qualification	Relevant education qualification or degree or substantial experience in a similar role
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:	March 25