

# Job Description and Person Specification

Role: Advisory Teacher for Children Looked After by Coventry LA



# Job Description

<b>Job Title</b>	Early Years and KS1 Advisory Teacher
<b>Grade</b>	Teachers + TLR 2b
<b>Service</b>	Virtual School
<b>Reports to</b>	Jo Green
<b>Location</b>	Friargate One
<b>Job Evaluation Code</b>	



# 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

Coventry's Virtual School is part of the Education Directorate. It has a duty to promote and drive the educational achievement of children aged 0-25 who are looked after by the local authority, wherever they live or are educated.

The Virtual School enables the Local Authority to do 'all that a good parent would do' to raise achievement and promote inclusion of looked after children, by encouraging and supporting their educational, social and emotional development.

The virtual school uses a collaborative and multi-agency approach focussed around the child. It has effective relationships with Designated Teachers, Social Care staff and other professionals whose work impacts on the well-being and progress of looked after children.

As an Advisory Teacher, you will be working as part of our well-established Virtual School Team. This team is small, supportive, and welcoming. The role will involve working with colleagues and partners across educational settings, our Virtual School Team and children's social care. You will provide guidance, support and advice on each child making effective decisions about their education, working with the Designated Teachers to ensure regular and meaningful PEP meetings take place, focusing on raising academic achievement and attainment.

We are seeking to recruit a suitably experienced teacher to improve the educational outcomes for Coventry's looked after children and young people placed both in Coventry and out of City. You will need to be passionate about improving the educational of young people who are in care, with excellent communication, interpersonal and organisational skills.

The successful candidate will have considerable experience of raising attainment for vulnerable pupils, this could include those who are care experienced and/or with special educational needs. They will also have experience of teaching Secondary aged pupils.

## Main Duties & Key Accountabilities

### Core Knowledge

- To work with the Virtual School Head and other staff to raise the educational achievement and attainment of children looked after (CLA). The post holder will be primarily responsible for providing support, advice and training to schools and other settings in order to help them improve the quality of provision and raise standards of achievement.
- To have an operational responsibility for the educational outcomes for a caseload of CLA.

- Provide support, advice, challenge and training on educational matters to schools, social workers, foster carers, and other key staff.
- Undertake and monitor termly, the Personal Education Plan process to ensure each CLA benefits from focused targets and use of Pupil Premium for CLA in the care of Coventry Local Authority.
- To provide strategic support in the writing of PEPs to promote the setting of effective education targets and contribute directly to their quality assurance.
- Identify, at an early stage, the child/young person's developmental needs and facilitate appropriate support in a timely manner.
- Monitor use and impact of Pupil Premium Plus.
- Work with a range of other partner agencies to identify needs, plan and evaluate provision for CLA.
- Deliver training and advice to foster carers and residential staff on parental support for learning.
- Work directly with Primary Schools to:
  - Maintain and support existing school placements.
  - Assist a return to school following an exclusion or period of absence.
  - Help a child make a successful transition to a new school/placement.
- Monitor the educational progress of CLA through data analysis and close communication with appropriate services, ensuring data is used to aid planning and prioritise delivered support.
- Work collaboratively with local authority SEN teams to ensure CLA with an EHCP are given effective support to thrive and progress in their education
- Develop a strategic approach to the evaluation and action planning for improved provision within a specific Key Stage and provide relevant reports
- Lead, manage and develop a designated area in relation to service requirements.
- To prepare reports, presentations, articles and website material for the service and other stakeholders as required
- To ensure confidentiality of children/young people's information and adherence to data sharing protocols.
- Provide advice and training for designated teachers and social workers in completing Personal Education Plans and use of the Pupil Premium Plus helping to ensure that LAC educational targets are appropriately challenging.
- Provide a quick response in relation to high level, sudden needs, supporting the school based designated teacher in securing appropriate provision, in close liaison with foster carers, social workers and residential home staff to help keep a young person in education.

- To attend and contribute to a variety of multi-agency meetings to assist the local authority in meeting the needs of LAC.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy
- Working with some vulnerable children, young people and adults can, at times, be emotionally challenging for which appropriate support will be provided through management supervision. The post holder must be able to deal with such mental demands.
- Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> District & County Councils, Government Agencies & Departments, NHS, Clinical Commissioning Groups, Healthcare Professionals, Police, Fire, Probation Service, Educational Settings, Suppliers, Contractors, Service providers, Statutory and Voluntary Organisations, service users, clients, customers, carers, parents & pupils, members of the public, volunteers, social workers, other professionals involved in supporting the child.	<b>Internal</b> Elected Members, Directors, Heads of Service, Senior Managers, Management Teams, Managers & Staff across all directorates, Project Staff, Governors, Head Teachers, Teachers, Support and other school/setting based staff, Virtual School Team
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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:

None

## Person specification

<b>Job Evaluation Code</b>	
<b>Knowledge, Skills and Abilities</b>	
It is <b>essential</b> that the post holder has:	
<ul style="list-style-type: none"><li>• Comprehensive knowledge and understanding of relevant legislative and regulatory frameworks and Government initiatives relating to the education of children looked after</li><li>• Knowledge and understanding of the statutory guidelines for children looked after</li><li>• Sound knowledge of educational issues impacting on children looked after</li><li>• An understanding of child development and Attachment issues.</li><li>• Ability to analyse data, draw conclusions and develop responses</li><li>• Ability to work effectively within and across a range of schools/providers</li><li>• Ability to offer challenge and support to school staff in a wide variety of schools/providers</li><li>• A commitment to improving the outcomes for children looked after</li><li>• Experience of teaching and learning in a school setting within either Early Years or Primary</li><li>• Experience of working with pupils who exhibit, or who need support with a variety of learning, behavioural, social and emotional difficulties</li><li>• Experience in liaising with other agencies in the planning of programmes to meet the needs of children and young people</li><li>• Experience of working collaboratively with other agencies (e.g. Educational Psychology Service &amp; Child and Adolescent Mental Health Services)</li><li>• Knowledge and experience of the Education, Health &amp; Care plan process.</li><li>• Ability and experience working to statutory timelines</li><li>• The confidence to hold others to account for the educational outcomes of the children looked after</li><li>• Excellent written and verbal communication skills</li><li>• Effective inter-personal skills to create positive working relationship with managers, teachers, school staff, social workers, carers, professionals from within Coventry Local Authority services/teams, outside agencies and children in a wide range of roles and settings</li><li>• A proven track record in listening and talking to children/young people to gather their views</li><li>• Excellent ability to work both within a team and foster effective working relationships and independently</li><li>• The ability to reflect on their practice</li><li>• Ability to prioritise and respond positively to potentially stressful and challenging situations</li></ul>	
It is <b>desirable</b> that the post holder has:	
<ul style="list-style-type: none"><li>• Experience of teaching and learning in a school setting within both Early Years and Primary</li><li>• Knowledge of a range of strategies, interventions and provision to meet the needs of children with social, emotional difficulties</li></ul>	
<b>Qualifications</b>	

It is **essential** that the post holder has:

Qualified Teacher status

It is **desirable** that the post holder has:

Evidence of further training or professional study relating to trauma, attachment, or vulnerable groups

### Special Requirements

- This post meets Regulated Activity (as defined by the Safeguarding Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012) and is subject to an enhanced Criminal Records Check (Via the Disclosure Barring Service, DBS) and the relevant children and/ adults barred list(s) checks.

It is **desirable** that the post holder has:

- The ability to travel to schools/settings within Coventry and if required to other local authorities within the UK. A full driving licence would therefore be desirable

<b>Date Created</b>	7/6/23	<b>Date Reviewed</b>	
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