



Job Title:	Advisory Teacher	Job Number:	
Services:	Education, Libraries & Adult Learning: Virtual School for Children Looked After	Grade:	Teachers + TLR2b
Location:	Floor 9, One Friargate		

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

Job Purpose:

To work with the Virtual School Head and other staff to raise the educational achievement and attainment of looked after children (LAC). 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 lead a city wide approach to the development of provision for looked after children within a Key Stage.

Main Duties and Responsibilities:

1. Provide support, advice and training on educational matters to schools, social workers, foster carers, and other key staff.
2. Work with a range of other partner agencies to identify needs, plan and evaluate provision for LAC.
3. Deliver training and advice to foster carers and residential staff on parental support for learning.
4. Work directly with Secondary age pupils to:
 - Maintain and support existing school placements.
 - Teach individual pupils where appropriate.
 - Assist a return to school following an exclusion or period of absence.
 - Help a child make a successful transition to a new school/placement.
5. Monitor the educational progress of LAC through data analysis and close communication with appropriate services, ensuring data is used to aid planning and prioritise delivered support.



6. Develop a strategic approach to the evaluation and action planning for improved provision within a specific Key Stage and provide relevant reports
7. Lead, manage and develop a designated area in relation to service requirements.
8. 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.
9. 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.
10. To attend and contribute to a variety of multi-agency meetings to assist the local authority in meeting the needs of LAC.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

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

Responsible for:	N/A	Responsible to:	Virtual School Head
Date Reviewed:	September 2022	Updated:	September 2022



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Person Specification

Job Title:	Advisory Teacher	Job Number:	
Services:	Education, Libraries & Adult Learning: Virtual School for Children Looked After	Grade:	Teachers + TLR2b
Location:	Floor 9, One Friargate		

Area	Description
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Knowledge:	• Knowledge of legislation that relates to vulnerable groups
	• Knowledge of current developments in education and learning for secondary aged children
	• Understanding of the likely educational needs of looked after children
	• Understanding of child development
	• Knowledge and experience of the Education, Health & Care plan process.
	• An understanding of child development and Attachment issues.
	• Knowledge of a range of strategies, interventions and provision to meet the needs of children with social, emotional difficulties

Skills and Abilities:	• Ability to communicate effectively with adults, children and young people
	• Ability to analyse data, draw conclusions and develop responses
	• Ability to write clearly and concisely for a range of purposes and audiences and to maintain effective records
	• Ability to develop and deliver training materials for a range of audiences
	• Ability to support schools in developing provision and programmes for children and young people with a wide range of learning and social/emotional difficulties
	• Ability to support children and young people with challenging behaviours in a variety of contexts
	• Ability to work both independently and co-operatively within a whole service context
	• Ability to prioritise and respond positively to potentially stressful and challenging situations



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Experience:	<ul style="list-style-type: none"> • Experience of teaching in, or working with secondary schools
	<ul style="list-style-type: none"> • Experience of working with pupils who exhibit, or who need support with a variety of learning, behavioural, social and emotional difficulties
	<ul style="list-style-type: none"> • Experience in liaising with other agencies in the planning of programmes to meet the needs of children and young people
	<ul style="list-style-type: none"> • Experience of developing and delivering differentiated programmes of learning
	<ul style="list-style-type: none"> • Experience of implementing the National Curriculum (e.g. assessment, reporting and recording, developing schemes of work)
	<ul style="list-style-type: none"> • Experience of working collaboratively with other agencies (e.g. Educational Psychology Service & Child and Adolescent Mental Health Services)

Educational:	<ul style="list-style-type: none"> • Qualified Teacher status
	<ul style="list-style-type: none"> • Evidence of further professional study in the area of SEN and/or vulnerable groups

Special Requirements:	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).
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Date Reviewed:	September 2022	Updated:	September 2022
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