

Job Description and Person Specification

Job details

Job title: Virtual School Attendance and Inclusion Co-ordinator

Grade: H

Reports to: Head of the Virtual School

Responsible for: N/A

Directorate and Service area: Children's Services

Purpose of the job

- Champion the education of children in care and/or care leavers, actively supporting them in reaching their educational potential and aspirations.
- Set up effective systems and reports to enable the Virtual School to monitor and track all children in care in terms of admissions, attendance, absence, and exclusions and for those children missing education or in receipt of alternative provision.
- Support and challenge schools and settings to admit children in care quickly, reduce exclusions and the numbers of children missing education and to ensure that all children in care are in receipt of a good education.
- Support the development of the Northamptonshire Virtual School, especially in regard to phase developments, e.g., early years, primary, secondary and post-16 attendance and inclusion strategies.
- Support the delivery of training and development programmes for a range of key professionals, especially regarding improving stability by reducing school moves, exclusions and raising attendance.
- Undertake a lead role within the team, in consultation with the Virtual School Head.

Principal responsibilities

1. Devise robust tracking, monitoring, and reporting systems to ensure that the Virtual School roll is accurate for all children in care.
2. Liaise closely with relevant services (e.g. Admissions and Education Inclusion Partnership team) and use internal and external systems to inform reporting of all attendance, absence and exclusions for all children in care.
3. Set up robust quality assurance systems and processes to ensure we can account for the education all children in care including those missing education, children living outside out the authority and those accessing alternative provisions.
4. Undertake effective analysis and reporting of exclusions, attendance, and absence rates, those in alternative provisions and missing education and of placement moves

and any related school moves and implications for our children in care to the Local Authority where necessary.

5. Undertake all necessary correspondence with agencies, schools and settings, social care, foster carers and other partners and all related admin concerning attendance, exclusions, and inclusion.
6. Develop ways of sharing good practice – Early Years, Primary, Secondary, Special, Post-16 - and Social Workers to capture good practice/prepare case studies based on the experiences of children in care to support Virtual School learning and collaborative learning with wider services and/or training/CPD for Corporate Parents.
7. Champion the voice of our children in care to shape and influence service delivery by undertaking analysis to exemplify their experience and outcomes, as directed by the Virtual School Head.
8. Maintain up-to-date knowledge, skills and understanding relating to national/local legislation and guidance, initiatives and good practice strategies related to the role. Initiate and implement any required changes in discussion with the team manager.

General responsibilities applicable to all jobs

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Special features of the post

This post requires satisfactory clearance of an Enhanced Disclosure and Barring Service disclosure.

Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> • Good standard of general education equivalent to Level 3 as a minimum (English, Maths or other). 	
Experience and Knowledge	<ul style="list-style-type: none"> • Knowledge at an advanced level of using Microsoft programmes, including Word and Excel. • Knowledge, experience, and skill in using Microsoft Excel and Word to ensure accurate and good quality reports. • Understanding of Education and Social Care organisation and legislation. • Understanding of the business of Children services and its partners, including matters of safeguarding confidentiality and data protection. Take responsibility for keeping up to date with local and national changes that impact on the role and the wider team. • Knowledge and experience of the particular challenges of mediation with schools, parents and carers, children and young people and other professionals. • Knowledge of the particular challenges likely to be experienced by key partners and how to overcome them. 	<ul style="list-style-type: none"> • Experienced in using a computerised database. This includes knowledge of data structures, maintenance, relationship with systems and manipulating, joining, and analysing large datasets. • Experience in presenting and producing clear and concise oral and written reports for the Virtual School Head and inputting and interpreting statistical information to use information effectively.

Attributes	Essential criteria	Desirable criteria
	<ul style="list-style-type: none"> • Previous experience of creating and maintaining systems and process, to provide data analysis and information management reports. • Experience of collecting, analysing, evaluating, and presenting and reporting children in care data and information to a range of audiences. • Experience of building good working relationships with partners and customers. • Successful experience of working with schools and settings, children, young people and families, carers, social workers, and health professionals. 	
Ability and Skills	<ul style="list-style-type: none"> • Very good interpersonal skills, liaison and mediation with schools and settings, social workers, children and young people, parents and carers and other professionals. Ability to engage a range of people to work together to provide effectively for looked after children. Through the formation and maintenance of effective working relationships with colleagues from a wide range of backgrounds. Ensuring that the voice of the child in care/ care leavers is collected, collated and shapes and influences service delivery. • Ability to set up robust quality assurance systems and processes linking with colleagues to ensure effective tie up as needed. • Good verbal and written communication Skills • Ability to write and present clear and concise reports in English. Ability to record agreements and evaluate progress for a range of audiences • Excellent organisational skills with proven experience of managing a demanding workload. • Ability to juggle competing demands and fit with other professionals' busy priorities. Ability to work 	<ul style="list-style-type: none"> • Ability to set up robust quality assurance systems and processes linking with colleagues to ensure effective tie up as needed. • Effective systems and processes are set up and maintained to ensure the quality and compliance with statutory functions. Develop ways of sharing good practice with key professionals.

Attributes	Essential criteria	Desirable criteria
	<p>flexibly within a given framework, to make decisions and to use initiative and to follow direction.</p> <ul style="list-style-type: none"> • Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults. • Ability to adhere to all policies and procedures across the organisation and those relevant to role – including data information sharing protocols data protection. Undertake all necessary training required for the role. 	
Equal Opportunities	<ul style="list-style-type: none"> • Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. 	