



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Virtual School Team Manager

Grade:M

Reports to: Head of the Virtual School

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.

Support the strategic development of the Northamptonshire Virtual School, especially in regard to phase developments, e.g. EY, primary, secondary and post-16 services.

Take a lead in supporting and challenging schools and other providers to improve educational attainment, progress, attendance and social, emotional and mental health of children in care and/or care leavers.

Work collaboratively to contribute to the development of high quality provision and outcomes for children in care and/or care leavers through challenge, advice and support to schools, settings and wider professionals and agencies and working with children in care.

Line manage designated Virtual School staff.

Lead on the conception and delivery of training and development programmes for a range of key professionals, especially in regard to education and to attachment and trauma.

Provide feedback to the LA as required.

Undertake a lead role within the team, to be determined by the Virtual School Head.

Principal responsibilities

1. Provide challenge and support to schools, settings, wider LA services and external partners providing advice, organising events, networks, training and brokering additional support to ensure that educational provision is of high quality, meets statutory requirements to improve educational progress and outcomes of children in care.
2. To support the Virtual School Head with the strategic direction of the Virtual School by engaging in planning and policy development for the Virtual School. In

order to improve the educational outcomes of children in care and/or care leavers and for developing the role, in working with schools/colleges and settings and professionals across the learning community.

3. To lead projects reflecting identified needs and as directed, e.g. accessing and supporting a range of pathways/provision as appropriate, including college placements, summer schools, apprenticeships, HE placements/tasters, participation activities, etc.
4. To employ effective data analysis skills and to monitor, track, improve and report on the attendance, behaviour, progress and attainment over time of individuals and cohorts of children in care and/or care leavers. Attend and lead meetings as appropriate, liaise with all relevant agencies/professionals and effectively support children in care.
5. Proactively support schools, settings and the Virtual School team in improving progress and attendance and in reducing any exclusion of children in care, through effective monitoring, tracking and analysis of data. Provide internal Virtual School reports, and to inform strategic planning, commissioning, interventions monitoring tracking and the identification of targeted casework.
6. To line manage members of the Virtual School Team, providing strong communication, leadership and guidance, securing improvements and ensuring that an anti-bias and inclusive approach is delivered across all service activities.
7. Enable the sharing of best practice/materials across the team and to targeted settings in the LA, managing advice, guidance, challenge, information and training for schools/colleges, settings and other key professionals working collaboratively to raise educational standards for children in care to Northamptonshire.
8. Ensure that requirements for effective Personal Education Plans and use of Pupil Premium Plus are met through effective and consistent ongoing monitoring, tracking and quality assurance, ensuring the views of children and young people influence and shape their education.
9. Maintain up-to-date knowledge, skills and understanding relating to national/local educational legislation and guidance and research, initiatives, strategies and reading materials related to improving educational outcomes for children in care and/or care leavers, and initiate any required consequent changes in discussion with team manager.
10. To ensure that all duties and responsibilities are carried out in accordance with Council policies and procedures and undertaking any other duties as directed and commensurate with the level of the post.

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.

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

Person Specification

Minimum level of qualifications required for this job

Qualifications Required	Essential/Desirable
Degree level or equivalent	E
Leadership and management qualification	D

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/Desirable
Knowledge		
Knowledge to be able to deliver advice to teachers, SENCOs and designated teachers for CIC on delivering improved outcomes to Looked After Children.	Knowledge of teaching approaches, core subject content and progress rates.	E

Knowledge and understanding of schools, their systems and of the potential opportunities for inter-school collaboration.	Knowledge of successful and transferable practice in other schools in teaching programmes or individual support.	E
Knowledge and understanding of the needs and entitlements of looked after children and young people.	Knowledge of the particular challenges likely to be experienced by looked after children as a result of childhood trauma.	E
Knowledge of current guidance and legislation on entitlement issues particularly for looked after children.	Knowledge of admissions rights, 25 hours entitlement, and exclusions rights.	E
Skills		
Able to build effective relationships with looked after children, carers, social workers and school professionals that promote good educational attainment.	Gain professional credibility and trust so that advice is accepted and acted upon.	E

Able to provide solutions-focused identification of shortcomings in schools' and other settings' plans and provision.	Provide schools and others with guidance on how to improve practice and the attainment of looked after children.	E
Able to manage and prioritise a constantly changing workload.	Be flexible in arrangements so that problems can be addressed early.	E
Able to analyse data evaluate the progress and attainment of looked after children.	Be familiar and comfortable with the full range of systems that schools and others use to track progress and attainment of looked after children.	E
Experience		
Significant, proven and successful experience in a school and/or Local Authority with specific professional expertise working with vulnerable learners, particularly those looked after.	Experience of successfully providing for, monitoring the progress of and evaluating the achievements of children and young people.	E
Experience of leading the planning and successful implementation of work to impact	Evidence of leading and inspiring other to improve practice for the benefit of looked after children and young people.	E

positively on the education and/or life chances of looked after or vulnerable children or young people.		
Recent and successful experience of leading a team.	Experience of successful leadership and motivation of a group of staff within a related field. Including staff development and training.	E