

Person Specification – Virtual School Assistant Head Teacher

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Key Skill Level 4: Bachelor's degree; HNC; HND NVQ level 4 or equivalent; including professional qualification; PGCE, GTP / SCITT		E
Qualified Teacher Status		D
Higher Degree; Masters degree; Bachelor's degree + qualification		D
NPQH, NPQSL or other national professional qualification		D

Identify	Describe	Essential/ Desirable
Knowledge		
Legislation and national guidance relating to the education and care of Children in Care and children who have or have had a social worker	Comprehensive knowledge and understanding of relevant legislation and national guidance, including the statutory guidance around the PEP Good knowledge of current working practices in Social Care and understanding of how the care system can affect the life and educational chances of young people	Essential
Organisations and systems	An expert knowledge of working with schools and settings, including 16+ education providers as systems. Expert knowledge and experience in accessing and using relevant research, inspection and school self-evaluation evidence to justify key interventions at Local Authority, education setting and individual level.	Essential
Current working practices in Social Care	Comprehensive knowledge of current working practices in Social Care and understanding of how the care system can affect the life and educational chances of young people	Desirable
Financial Management and Development Planning	Good knowledge and understanding of budget management, development planning and project management	Desirable
Safeguarding	Evidence of up-to-date knowledge and understanding of safeguarding requirements	Desirable
Skills		
Leadership and Management	Able to lead colleagues across the Service and make efficient and effective	Essential

	<p>use of the range of skills and knowledge within the team.</p> <p>Able to prioritise work, meet deadlines and utilise resources effectively in area and across the service.</p> <p>Able to meaningfully implement strategic decisions, policy and new legislation into operational practice. Able to engage in critical self-review and to enable others to do so in supervision.</p> <p>Able to address issues of performance fairly and competently, following the appropriate CCC procedures.</p> <p>Demonstrate a commitment to apply professional reflection as part of ongoing CPD to evidence learning from experience.</p>	
Influencing and negotiating	Ability to use systems leadership skills to influence partners within and outside the Local Authority in the development and delivery of strategy in relation to Emotional health and wellbeing.	Essential
Partnership working	<p>Ensure co-production of policies/strategies with parent carers and children and young people.</p> <p>Able to demonstrate a strong commitment to multiagency working and working with partners, including schools, settings and Health.</p> <p>Inspire and motivate others, and work collaboratively and effectively with others to achieve team and organisational goals.</p>	Essential
Communication	Able to communicate effectively in all the usual media with a wide range of audiences.	Essential
Confidentiality	Able to maintain confidentiality and discretion	Essential
Equality and diversity	Display a sound understanding of equality issues, respecting and valuing an individual's diversity	Essential
Flexibility and resilience	A flexible and resilient approach to plan, organise and prioritise a demanding workload, to maintain the delivery of multiple, competing short- and long-term objectives	Essential
IT skills	IT literate	Essential
Experience		

Leadership	Experience of working in at a senior level in schools or within the local authority	Essential
	Experience of leading/managing a team to support the delivery of both strategic and operational outcomes	Essential
Change management	Experience of change management and service delivery improvement, supporting individuals through change and demonstrating the values and behaviours that are necessary to lead people through periods of change management	Essential
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	Essential
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>		
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential