

Job Description – Virtual School Assistant Head Teacher

Overall purpose of the job

The Assistant Head Teacher will play an imperative role in the operational delivery and strategic influence of the Virtual School. This will include supporting cultural shifts and embedding the role of the corporate parent with key partners in education and social care. The role will take full responsibility for the management of the Education Advisors within the service and ensure through effective leadership that they are able to respond to the needs of children who have or have had a social worker.

The Assistant Head Teacher will have an important role in ensuring the partnership working across the services within the Local Authority are developed and maintained to deliver a better and more integrated approach to service delivery in order to achieve high quality outcomes for children.

The postholder will use their skills and expertise to drive and support the Education Advisors to deliver on the service's statutory obligations, processes and procedures. Enabling them to contribute to an effective service delivery and uphold the standards that are required to achieve good outcomes for children, families and schools.

Main accountabilities

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1.	<p><u>Professional Leadership</u></p> <p>Provide strong specialist leadership and management of a multidisciplinary team within Cambridgeshire Virtual School. Under take the full cycle of management responsibilities such as Our Conversations, reward meetings, managing recruitment and selection and induction of new staff.</p> <p>Support recruitment and induction processes to ensure all appointed staff have the appropriate level of expertise and are familiar with national and county policies, protocols and practice standards.</p> <p>Keep accurate and detailed records as required by the Virtual School Head Teacher; this will include recording outcome measures and termly reporting on statutory duties and key performance indicators.</p> <p>Quality assure the work of the team and deal with any issues of poor performance in accordance with CCC guidelines and procedures.</p> <p>Supervise the multi-disciplinary team and meet regularly with them to assess and report on themes and pressures within the area.</p> <p>Ensure that the work of the team is demonstrating the impact that is required to deliver positive outcomes to children, families and schools.</p> <p>Ensure robust mechanisms are in place for coproduction of service delivery and gathering feedback from colleagues within education and social care, carers, children and young people on the performance of the service and service improvements.</p>

2.	<p>Service Delivery</p> <p>To manage the delivery of a high quality and effective service that responds to the needs of children who have or have had a social worker in a timely manner within statutory guidelines and service specifications.</p> <p>Lead and manage a team of education advisers, having oversight of and supporting their work around a group of schools, settings or individual pupils to ensure access and inclusion and empower the designated teacher to maximise educational outcomes for Cambridgeshire children in care.</p> <p>To manage the planning, allocation and review of workload so priorities are managed, shortfalls identified and services delivered within capacity and within internal and partnership policies, procedures and timescales. Ensure that the team are delivering on core and statutory duties and specialist areas.</p> <p>Implement policies and procedures in response to statutory guidance, local policies and the needs of children who have or have had a social worker.</p> <p>In line with organisational priorities, assume enhanced responsibilities with regard to autonomous decision making and the management of risk, this will include deputising for the Virtual School Head Teacher and Deputy Head Teacher required.</p> <p>Develop and manage the service ensuring that the service response reflects need and engages service users and carers in the development of the service. Lead on the creation and delivery of team development plans that reflect service plans and are informed through robust analysis and scrutiny of data.</p> <p>Support the Education Advisors to achieve great outcomes with the work they do. Analyse the impact and continue to improve outcomes for children and young people in line with the Cambridgeshire Virtual School development plans and Local Authority performance indicators.</p> <p>Work closely with key partners within and beyond the Local Authority to target support where needed and manage resources accordingly to minimise drift and promote best practice. Ensure integration of service delivery by developing responses to need with the organisations who are key including education providers and social care colleagues.</p> <p>Ensure that key partners and other stakeholders hold a good working knowledge and understanding of the statutory guidance, processes, involvement, roles and responsibilities to promote educational outcomes for all children who have or have had a social worker. Identify where areas of stakeholder engagement can be improved and implement strategies to ensure that the understanding and knowledge is there.</p> <p>Provide comprehensive oversight of the statutory requirements that must be adhered to. This includes Personal Education Plans (PEPs) and the allocation of the Pupil Premium Plus (PP+) budget, are met, are of a high quality and comply with service expectations.</p> <p>Identify, develop and deliver training to key stakeholders including schools and social care to impact culture, policy and practice, with specific reference to children who have or</p>

	have had a social worker. Ensure fair allocation of training delivery across the team and quality assure for consistency of content and effective delivery.
3.	<p><u>Strategy and Development</u></p> <p>Work as part of the Virtual School Leadership Team, with a focus on the development of the specific multidisciplinary team within the context of the wider Virtual School.</p> <p>Make significant contributions to the wider work of the Virtual School by leading aspects of strategic and operational development which have impact beyond the work of the immediate multi-disciplinary team.</p> <p>Plan for and oversee the and strategic and operational needs of the specific multidisciplinary team within the five-year development plan and annual development planning cycle.</p> <p>Maintain an understanding of published research, the work of other virtual schools and current government direction regarding the education of children who have or have had a social worker.</p> <p>Contribute to project work within Cambridgeshire County Council through attendance at relevant meetings, researching items, undertaking allocated tasks, implementation of any changes to practice as a result of the project and evaluating impact.</p>
4.	<p><u>Complex Casework</u></p> <p>Support advisors in the team to give high quality, specialist advice and support that is evidence based and designed to address the needs of children and young people, schools, settings and providers.</p> <p>Establish, use and monitor the effectiveness of mechanisms and pathways to support escalation where the need arises.</p> <p>Offer targeted advice and guidance to advisers within the team to support the resolution of difficult and complex situations at both child and school level. Act as a initial point of escalation; this may include attendance at professionals meetings or further escalation within or outside of the Virtual School.</p> <p>Support the entitlement of Cambridgeshire children in care, in line with current statutory guidance and Virtual School systems and processes, offering advice to social care partners, carers and schools and settings, particularly those who have had limited recent experience of children in care.</p> <p>Review and measure the effectiveness and impact of casework against frameworks, tools and data. Report against key performance indicators.</p>
5.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.