

## Job Profile comprising Job Description and Person Specification

### Job Description

<b>Job Title:</b> Advisory Teacher (Virtual School)	<b>Grade:</b> M6
<b>Section:</b> Virtual School	<b>Directorate:</b> Education, Standards and Inclusion
<b>Responsible to following manager:</b> Headteacher, Virtual School	<b>Responsible for following staff:</b> n/a
<b>Post Number/s:</b>	<b>Last review date:</b> 26 November 2018

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

#### Job Purpose

The Virtual School has responsibility for leading on the educational outcomes for looked after children aged 3-25 years.

The post holder will have an important role in enabling the Council to fulfil its statutory responsibilities to promote the educational achievement of looked after children and care leavers.

As part of Wandsworth Virtual School, the post holder will assist professionals in developing, promoting and implementing strategies to improve education attainment. The Virtual School provide support, advice and challenge to social workers, carers and school staff, in order to ensure the best possible outcomes for looked after children and care leavers. The post holder will use their high level technical knowledge in

relation to all aspects of education, special educational needs, exclusions, admissions and behaviour management. The work is underpinned by the completion of high quality Personal Education Plans each term.

Looked after children are placed throughout the United Kingdom, so the post holder will be required to travel occasionally to meetings during the day.

### **Specific Duties and Responsibilities**

1. Responsibility for overseeing the continued educational progress of a class of looked after children and young people. This includes ensuring that pupils attend Good or Outstanding provision meets their individual learning needs.
2. Ensuring that all statutory school age pupils and young people up until Year 13 have a robust, effective Personal Education Plan completed 3 times each year.
3. Ensuring that pupils experiencing transitions e.g. secondary, post 16, have effective planning and support in place.
4. Raising aspirations and challenging low expectations of looked after children and young people across the wider network.
5. Tracking and monitoring pupil attainment and using Pupil Premium Grant funding to target education progress and achievement.
6. Ensuring that pupils experience reduced time without a school place and that close working partnerships are maintained with social workers during all planned and emergency placement moves that impact on education.
7. Supporting wider enrichment opportunities offered through the Virtual School which may include outside normal working hours.
8. Equipping the professional network supporting looked after children and care leavers with the skills and knowledge they need to ensure education is prioritised for looked after children.
9. Gathering attainment, attendance and progress data to inform strategies to support pupils and wider reporting of Virtual School.
10. Maintaining databases and information systems such as Mosaic to ensure pupil records are kept up to date and information is available to network.
11. Contributing to the celebration of educational achievement for looked after children and carers, through participation and administration at events such as the annual awards ceremonies.

12. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
13. Carry out any other duties related to the team's work, as may be required from time to time, by the Virtual School Headteacher.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
- To understand both Councils' duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
- The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

<b>Person Specification Requirements</b>	<b>Assessed by A &amp; I/ T/ C (see below for explanation)</b>
<b>Knowledge</b>	
1. Proven knowledge of education systems in schools, assessment frameworks and how to challenge under-achievement	A/I
2. Strong understanding of child development, attachment and trauma and how this can impact on a child's ability to access the curriculum	A/I
3. Clear understanding of the barriers looked after children and young people may experience in accessing their learning	A/I

<b>Experience</b>	
4. Experience of compiling professional reports for a variety of audiences and ability to meet deadlines	A/I
5. Effective team player	A/I
6. Understanding and commitment to equal opportunities in the workplace and its relevance to public service	A/I
<b>Skills</b>	
7. Effective communication and presentation skills and an ability to develop positive relationships with vulnerable children, young people and a range of professionals	A/I
8. Ability to challenge professionally across the network where pupils are at risk of under-achievement or insufficient access to appropriate education opportunities	A/I
9. Proven capability of IT systems and report writing	A/I/T
10. High level organisational skills with proven ability to prioritise and balance a challenging workload	A/I
11. Non-judgemental approach with clear professional boundaries	A/I
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Qualified Teacher Status (Essential)</li> </ul>	A/C
<ul style="list-style-type: none"> <li>Degree level 2.2 or above</li> </ul>	A/C

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**