



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Advisory Teacher (Virtual School)	Grade: PO3
Section: Virtual School	Directorate: Children’s Services
Responsible to following manager: Headteacher, Virtual School	Responsible for following staff: n/a
Post Number/s:	Last review date:

Working for the Richmond & Wandsworth Better Service Partnership

We’re Richmond & Wandsworth Better Service Partnership, the shared public service team for Richmond and Wandsworth Councils. Like any local authority, our role is to deliver the agenda of our elected members on behalf of the people who live and work in our part of the world. We deliver key services to our communities including social care, public health, children’s services, housing and regeneration and environmental and community services.

Our joint workforce creates efficiency and resilience by bringing more creativity to the way we work, more objectivity and adaptability too, helping us deliver better services for all our residents.

We’re here to help our communities thrive in a changing world, and to be there for the people who need us most we believe we need to keep adapting. That’s why, at Richmond & Wandsworth Better Service Partnership, you’ll be at the forefront of innovation in local government, and we’ll invest in you and offer you opportunities to grow in a way only our unique organisation can.

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 Richmond & Wandsworth Better Service Partnerships.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection, handling complaints and health and safety.
- To adhere to security controls and requirements as mandated by Richmond and Wandsworth 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 roles within the Councils.
- The profile is not intended to be an exhaustive list of the duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.



Person Specification

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Our Values

- THINK BIGGER
- EMBRACE DIFFERENCE
- CONNECT BETTER
- LEAD BY EXAMPLE
- PUT PEOPLE FIRST

Our Values are embedded across Richmond & Wandsworth Better Service Partnership and throughout all roles and responsibilities at all levels of the organisation. Please [familiarise yourself with our values](#) as they are an integral part of our recruitment and selection process.

Person Specification Requirements			Assessed by A/I/T/C (see below for explanation)
Knowledge	Essential	Desirable	Assessed
Proven knowledge of education systems in schools, assessment frameworks and how to challenge under-achievement	X		A/I
Strong understanding of child development, attachment and trauma and how this can impact on a child’s ability to access the curriculum	X		A/I



Clear understanding of the barriers looked after children and young people may experience in accessing their learning	X		A/I
Experience	Essential	Desirable	Assessed
Experience of compiling professional reports for a variety of audiences and ability to meet deadlines	X		A/I
Effective team player	X		A/I
Understanding and commitment to equal opportunities in the workplace and its relevance to public service	X		A/I
Skills	Essential	Desirable	Assessed
Effective communication and presentation skills and an ability to develop positive relationships with vulnerable children, young people and a range of professionals	X		A/I
Ability to challenge professionally across the network where pupils are at risk of under-achievement or insufficient access to appropriate education opportunities	X		A/I
Proven capability of IT systems and report writing	X		A/I
High level organisational skills with proven ability to prioritise and balance a challenging workload	X		A/I
Non-judgemental approach with clear professional boundaries	X		A/I
Qualifications	Essential	Desirable	Assessed
Qualified Teacher Status (QTS)	X		A/I
Degree 2:2 or above		X	A/I

A – Application form/CV

I – Interview

T – Test

C - Certificate