

Rutland County Council

Job Description

Job Title:	Head of Virtual School
Grade:	Scale PO2 - £35,934 to £38,813 plus £4,000 market supplement
Department:	People
Team:	Learning and Skills
Line Manager:	Head of Learning and Skills

Purpose of the Job

Set the strategic direction and policy to promote the educational achievement of Children Looked After and Previously Looked After across all education settings in Rutland, ensuring that all Children Looked After and Previously Looked After have equal access to education, training and employment opportunities and make positive transitions at key educational milestones.

Key Responsibilities

- Ensure that the Local Authority's duty to promote the educational achievement of its Children Looked After is properly discharged. To produce a Virtual Head Teacher annual report, which is informed through rigorous self-evaluation of the impact of planned actions and identifies proposed actions to achieve future targets.
- To champion the rights of Children Looked After and Previously Looked After, promoting their continued attendance in education and training and ensure that effective systems are in place to support a successful transition to adulthood. Ensure the views of children and young people are fully considered in decision making and developments relating to service provision.
- To work strategically with senior colleagues and carers to ensure that Rutland County Council is an excellent Corporate Parent, with high quality, evaluative reports are completed to ensure the Corporate Parenting Board is well-informed.
- To ensure up to date records of educational provision and admissions for all school age Children Looked After are maintained and analysed, ensuring they have school and other placements which best meet their needs. To ensure Personal Education Plans are up to date, rigorous and identify funding and resources required, with evidence of schools effectively utilising their pupils premium funding to maximise the outcomes for all Children Looked After, through allocation, monitoring and evaluation.
- To work closely with relevant colleagues to ensure the availability of robust data which can be used effectively to track the educational progress of children and



young people in care and report regularly through the Authority's Corporate Parenting Structures.

- To work with wider LA teams, including Social Care and the SEND and Inclusion Service, to ensure the educational needs of Children Looked After and Previously Looked After are adequately considered when making decisions about moving placements, promoting the importance of stability in schooling where it is in the child's best interest.
- To work directly with schools/settings, designated teachers, parents and carers and other personnel within the Council in order to drive forward and implement strategic plans and policies to drive up standards of education and achievement for children and young people in care and those who have recently left care; ensure that effective support and challenge are provided to professional staff in schools/ settings, and governing bodies, so that all children in care and previously looked after children achieve well.
- To proactively disseminate good practice on working with schools which have Children Looked After and Previously Looked After children on roll, especially in relation to supporting schools and social workers to have high aspirations of them during their school career and in progression to further and higher education or training.
- To work in partnership with Adult Social Care and the Rutland Adult Learning and Skills Service to support the transition into further education, employment or training.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post.

Person Specification

- Qualifications**
- Degree qualification in a relevant area
 - Qualified teacher status or equivalent professional qualification.

- Experience**
- Extensive experience as a school leader, or equivalent local government post, with demonstrable contribution to education improvement across more than one school/education setting
 - Track record of improving outcomes for Children Looked After and Previously Looked After
 - Working successfully within the Ofsted framework
 - Developing strategy, policy and procedure.



Knowledge

- Knowledge of legislation applied to schools and local authorities in respect of children looked after, previously looked after children and the virtual school (including that pertaining to safeguarding)
- Demonstrable knowledge of safeguarding processes.

Skills

- Able to work constructively and professionally with school leaders and teaching staff, governors, colleagues and external agencies in bringing about improvement and to positively promote the achievements and welfare of Children Looked After and Previously Looked After
- High level of report writing, presentation, communication and interpersonal skills with ability to give accurate feedback, both oral and written
- Able to gather and analyse pertinent pupil performance data and identify key actions that would bring about improvement for Children Looked After or Previously Looked After, ensuring the Personal Education Targets are aspirational but achievable
- Able to identify, and commission where appropriate, a range of interventions to improve outcomes for Children Looked After or Previously Looked After
- Excellent organisational skills with ability to work under pressure and to deadlines
- Able to work independently and take initiative
- Able to use a range of IT systems, email, Word and Excel.

Values

- To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values
- Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice
- Flexible approach, demonstrating inspirational yet realistic expectations
- Mobile and able to work from various locations
- Flexible in working patterns to fulfil commitments outside the working day and in geographical areas outside Rutland
- Evidence of maintenance of CPD related to the role and wider areas.

