



## Job Description

<b>Job Title</b>	Deputy Virtual School Head - Children with a Social Worker
<b>Directorate</b>	Children's and Young People's Services
<b>Service Area</b>	Education
<b>Grade</b>	Soulbury 13-16
<b>Competency Level</b>	2
<b>Salary</b>	£52,860 - £56,831
<b>Job Type</b>	Agile
<b>Location</b>	Cunard Building/Agile Working
<b>Disclosure and barring service (DBS)</b>	Enhanced DBS
<b>Job Evaluation Ref No</b>	

## Job Purpose

The post holder will act as a deputy to the Head of Virtual School and Inclusion, championing inclusion and the educational achievement of children with a social worker. They will be responsible for delivering and managing a programme of activities across the community, developing and leading strategies and interventions that promote educational progress and achievements of children with a social worker. The post holder will be responsible for creating and maintaining a culture of inclusion in policy and practice, taking a lead role in working to reduce school suspensions and exclusions.



## Directly Responsible For:

Providing Strategic Leadership for inclusion of children with a social worker by through supporting the Virtual School Head with the extension of duties to all children with a social worker, playing a lead role in improving educational outcomes, particularly through the reduction of suspensions and exclusions and improved attendance.

Representing the Virtual School Head Teacher at strategic meetings and in management of the Virtual School team.

The post holder will be responsible for supporting the Council to fulfil its new duties in relation to promoting the education of Children and Young People with a social worker and those who have ever had a social worker (0-18) to ensure they make good educational progress and are well supported to progress into positive destinations at each stage of education, employment, and training.

The role holder is responsible for making make visible the disadvantages that children with a social worker may experience and enhancing partnerships between education and social care, helping all agencies hold high aspirations for all Liverpool children and young people (0-18).

As a senior leader in the Virtual School Team, they also have a key role in ensuring that the Virtual School effectively fulfils its statutory responsibilities in promoting the education of Liverpool Looked After Children and Young People, Previously Looked After Children and Young People (those who have left care via adoption, Special Guardianship Order or Child Arrangement Order who attend education, employment, or training provisions within Liverpool)

## Directly Responsible To:

Head of Virtual School and Inclusion



## Main Areas of Responsibility:

- To develop and deliver the strategic priority to promote the education, employment and training of all children and young people with, or who have ever had a social worker with the focus of improving their educational experience and outcomes.
- Monitoring and quality assurance of how schools provide for, and include children with CIN and CP plans by supporting, challenging, and sharing best practice
- Developing and putting into practice an action plan based on analysis of data for attendance, exclusions, suspensions, and behaviour to understand trends and areas of priority. Producing reports and communicating with stakeholders as appropriate Produce reports and communicate with stakeholders and advising senior leadership about areas of priority when targeting resources.
- Ensuring that the educational needs of Children in Need are properly identified, tracked, and supported by schools and educational establishments.
- Collaborate with Children's Social Care colleagues to quality assure plans to improve the education of children with a social worker
- Contribute to the commitment to equality of opportunity by providing advice and support, as appropriate, to schools and challenge underperformance and practice that is not inclusive. This will include completing school visits.
- To act as the lead point of contact for social care, education settings, education services and other partners in relation to the programme of work to promote the education of children and young people with a social worker.
- Respond effectively to risks, provide confidence and assurance where appropriate and identify opportunities for improvement through sound



planning, delivery, monitoring and evaluation of the programme of work to promote the education of children and young people with a social worker.

- To work closely with stakeholders to build and strengthen partnership relationships with and between social care, education settings, children's services, and other partners to effectively promote and improve the educational experiences and outcomes of children and young people with a social worker.
- Lead and coordinate the development and provision of advice, guidance, training and signposting for social care, education settings, education services and other partners. This will include promoting best practice in the use of trauma informed and nurturing approaches to ensure all children and young people, whatever their age, circumstances, identity, or ability develop a sense of belonging and feeling respected for who they are.
- Work closely with other partners e.g., School Improvement Liverpool, LSCP and other Education Teams to ensure high quality professional advice, support, challenge, and training in relation to the educational needs, experience and outcomes of all children and young people with a social worker
- Work closely with Children Services' team managers and the Strategic Intelligence Team to design and develop effective reporting systems, ensuring the Council has accurate and up to date information on the educational status of all children and young people with or who have ever had, a social worker including those with SEND.
- To contribute significantly to planning, policy and development of activity connected with the Virtual School and take responsibility for leadership and delivery of agreed areas of projects within timescales.



- To work closely with other members of the Virtual School team, social care, education settings and other partners to ensure there is a shared aspirational ambition for all children and young people with a social worker.
- To work closely with other members of the Virtual School team, social care, education settings and other partners to ensure there is robust communication and signposting of high-quality Education, Employment and Training opportunities for children and young people with a social worker and provide support and challenge to commissioned NEET reduction services.
- Undertake any other duties as required by the Head of Service that are commensurate with the grade of the post.

## **Supervision and Management Responsibility:**

- Line management of the Virtual School Team ensuring activities are planned to include meaningful one to one conversation, quality annual appraisals and regular workforce planning and development.
- Manage performance and behavioural issues effectively.

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance and deliver within budget.
- Monitor financial performance, deliver within a set budget, and seek savings and efficiencies by exploring opportunities to draw funding where appropriate.



## Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents, and communities.

## Physical Demands of the Job:

None

## Corporate Responsibility:

- Committing to the corporate parenting principles, always acting in the best interests of children and young people, and promoting the physical and mental health and well-being, of children and young people through encouraging those children and young people to express their views, wishes and feelings.
- Contributing to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.



## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.



# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and Training

### Essential

- Graduate with Qualified Teacher Status and or other equivalent professional qualification (Level 6-7) (A/I)
- Evidence of commitment to continuous professional development (A/I)
- Senior Leadership experience in either a school or Virtual School setting (A/I)

### Desirable

- Relevant post graduate qualification
- Professional Development specifically related to Attachment and Trauma
- Professional Development specifically around SEND
- Ofsted accreditation

## Experience

### Essential

- Experience of working with, and a commitment to, improving the outcomes for children who are looked-after or who have ever been in care (A/I)
- Experience of developing and providing high quality training to an adult audience (A/I)





- Experience in the use of data and information to inform improvement plans, training, and practice (A/I)
- Experience of holding positive, and sometimes challenging, conversations with senior leaders to improve practice (A/I)
- Experience in the effective delivery of developmental feedback to school leaders and teachers to improve personal performance of those involved in the educational outcomes for children who are looked-after or are disadvantaged (A/I)
- Experience of raising the achievement of looked after children and vulnerable children and young people (A/I)
- Effective experience of managing staff and a budget effectively (A/I)

## Desirable

- Experience of developing and maintaining positive and supportive relationships with children & young people who may be difficult to engage, present challenging behaviours or who are resistant to support
- Experience of working with children and young people with a wide range of complex social, emotional, and learning needs

## Skills/Abilities

### Essential

- To be methodical and thorough in approach to work, in order to ensure that the system in place supports the educational outcomes of Looked After Children (A/I)
- To be able to problem solve and work with others to resolve difficulties or differences in opinion so that positive working relationships with colleagues are maintained (A/I)



- Be highly numerate and literate and be able to produce professional documents and reports which include accurate data/information (A/I)
- Be able to demonstrate excellent organisational skills in order to meet tight deadlines (A/I)
- To work autonomously and be able to deliver excellent service demonstrating flexibility and support to colleagues (A/I)

## Desirable

- Advocacy, coaching and mediation skills
- To be proficient in the use of IT to ensure that appropriate records are updated on the relevant system as required and all information is validated.
- Have a clear understanding of the data protection principles (GDPR) and how to apply these principles within work and when handling personal or sensitive data.

## Commitment

### Essential

- An understanding of the specific needs of care experienced children and young people (A/I)
- An understanding of the statutory guidance in relation to exclusions (A/I)

### Desirable

- To have a detailed understanding of current Statutory Guidance relating to Looked After and Previously Looked After Children
- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council



## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level