



Job description	
Job title	Knowsley Virtual School Deputy Head
Grade	P
Directorate	Children's Services - Education
Section/team	Virtual School
Accountable to	Knowsley Virtual School Head Teacher
Responsible for	Improving the educational outcomes of cared for children and children with a social worker
Date reviewed	April 2025

Purpose of the Job

To play a leading role in improving the outcomes of Knowsley Cared for Children

To work with the Virtual School Headteacher to develop strategies to raise levels of achievement and remove barriers to progress for cared for children

Support 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 line manage members of the Virtual School team

To improve the quality and impact of Personal Education Plans for children in care

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.

To assist in production of reports regarding the activity of the Virtual School and the outcomes of children in care

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Manage members of the Virtual School team and undertake direct casework as required to ensure that all pupils are supported, and that



appropriate intervention is in place where pupils are not making progress or experiencing difficulties accessing education

2. Support Designated Teachers and Social Care colleagues in the production of high-quality personal education plans (PEPs), including the deployment of Pupil Premium Plus (PPP). To assess the impact of the PEP and make recommendations to Designated Teachers and Social Care colleagues. To lead the Virtual School's strategic planning in this area.
3. To advise Designated Teachers on whole school systems and processes to enable access and inclusion for children in care who have a wide range of learning and social needs.
4. 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
5. To manage cases where intervention by the Virtual School is required to meet pupils' educational needs.
6. To provide support and guidance in relation to Previously Looked After Children
7. Use data to track, monitor, evaluate and report on the progress of specific individuals and groups of children in care
8. Produce regular reports and analysis on the PEP data to drive forward educational improvement for Children in Care.
9. Liaise with Virtual School staff and colleagues in the Finance department regarding the distribution of funds to schools/settings as necessary.
10. Develop and deliver training to ensure the ongoing development of expertise and sharing of best practice for all professionals in relation to PEPs and PPP.
11. Ensure that appropriate systems are in place to support the Personal Education Planning process.
12. Ensure effective target setting, raising the attainment of all children looked after across EYFS and KS1-5.



13. Provide challenge to those schools and settings where attainment and achievement are below expectation, advise on teaching strategies and intervention as appropriate
14. Attend PEP meetings for children in care with complex needs, and others as identified.
15. Produce regular data/statistical and information management reports in a variety of formats for Virtual School reports.
16. Ensure effective use of Pupil Premium Plus and POST 16 Pupil Premium for children in care by negotiating strategies with schools/education provisions which identify progress and support closing the attainment gap. Analysing spends in relation to educational outcomes including PEP targets to ensure value for money.
17. 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.
18. 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.
19. Take a lead role in capturing the voice of children in care and using this to develop Virtual School practice.
20. To lead in the organisation of awards to celebrate the achievement of children in care
21. Assist in promoting equality of opportunity for all children in care
22. To deputise for the Virtual School Headteacher as and when required

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employee's capabilities
- To use equipment as instructed and trained
- To inform management of any health and safety issues which could place individuals in danger

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,



- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.