

Deputy Headteacher for Virtual School

Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Hello,

We would like to thank you for your interest in the role within Sefton Council's Virtual School, supporting our Education Excellence Team.

This is an exciting and rewarding opportunity for someone who thrives on being organised, is approachable and wants to be at the heart of a busy and varied working environment.

You'll play a key role in keeping things running smoothly, bringing structure where it's needed, offering a warm and supportive presence, and approaching every task with professionalism and a positive, can-do attitude. Confidentiality is essential in this role, and we're looking for someone who can be trusted to handle sensitive information with care, discretion, and integrity.

As a person, if you're someone who enjoys helping others, takes pride in delivering high-quality support, and brings energy, adaptability, and a genuine passion for making a difference, we'd be delighted to hear from you.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions about the vacancy, please refer to the job pack for the appropriate contact details.

If, when you've finishing reading this pack, you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Best of luck!



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- An agile approach to working.
- Opportunities for professional development and career progression.
- A role where your work makes a real difference across the organisation.
- Flexible working arrangements supporting work-life balance.
- A strong commitment to equality, diversity, and inclusion.

You will benefit from a comprehensive local government employment package which includes the following:



- Competitive salary in line with NJC Local Government Pay Scales.
- Membership of the Local Government Pension Scheme (LGPS), providing a secure, defined benefit pension with employer contributions.

Annual Leave and Work-Life Balance

- Generous annual leave entitlement, 28 days annual leave rising to 33 days with 5 years continuous service.
- Additional public (bank) holidays.
- Flexible working options to support a healthy work-life balance, subject to service needs.
- Option to purchase additional annual leave.
- Sefton operate a 'Shut Down' period over the Christmas period which staff contribute four fifths of a week's pay over a 12-month period.

Learning, Development and Career Progression

- A comprehensive induction programme.
- Access to a wide range of training, apprenticeships, learning, and development opportunities.
- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.



- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).

About the Role

This is a pivotal role at the heart of the Virtual School. As the Virtual School evolves and grows, you will play a crucial part in ensuring they are fully supported and organised. You will be responsible for managing a fast-paced workload with professionalism, discretion and confidence.

This role requires someone who thrives in a dynamic environment, can anticipate needs and an organised approach to managing different priorities.

The key responsibilities include:

- To work as part of the Virtual School, taking the lead for the strategic direction of the quality of education delivered to children who are cared for and for execution of statutory duties. All policy and practice developed will be with the aim that children and young people with social care plans achieve in line with their peers.



- Supporting the Virtual School Headteacher in ensuring that Sefton Council fulfils its statutory duties in promoting the education of cared for and previously cared for children.
- Representing the Virtual School Head Teacher at strategic meetings and in management of the Virtual School team.

This role suits someone who is passionate about delivering excellent learning experiences, committed to maintaining high standards, and confident working both independently and collaboratively to support a skilled and safe workforce.

Please see **Appendix A (page 10)** for a full copy of the Job Description and Person Specification.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Tuesday 13th October at 12 Noon**

Provisional interview dates are **Thursday 22nd October**

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.



Appendix A – Job Description and Person Specification

JOB DESCRIPTION Deputy Virtual Headteacher

DIRECTORATE: Education Excellence

TEAM: Virtual School

POST DETAILS

Job Title: Virtual School Deputy Headteacher (CWASW)

Grade: Soulbury 13-16

Location of Work: Magdalen House, Bootle/ home

Directly Responsible To: Headteacher for the Virtual School

Hours of Duty: 36

Contract: Permanent

Primary Purpose and Scope of the Job:

- To work as part of the Virtual School, taking the lead for the strategic direction of the quality of education delivered to children who are cared for and for execution of statutory duties. All policy and practice developed will be with the aim that children and young people with social care plans achieve in line with their peers.
- Supporting the Virtual School Headteacher in ensuring that Sefton Council fulfils its statutory duties in promoting the education of cared for and previously cared for children.
- Representing the Virtual School Head Teacher at strategic meetings and in management of the Virtual School team.

WORKING RELATIONSHIPS

Contact and coproduction with the Virtual School Team, children and families, headteachers, safeguarding leads, school Designated Teachers for children in care, social Workers, carers and parents, other officers of the Council and other appropriate external contacts.



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KEY TASKS AND ACCOUNTABILITIES

1. Monitoring and quality assurance of how schools provide for cared for children by challenging and sharing best practice
2. Developing and putting into practice an action plan based on analysis of data for attendance, exclusions, suspensions, and school moves to understand trends and areas of priority, including SEN
3. Advising the Senior Leadership Team about areas of priority when targeting resources
4. Ensuring that the educational needs of cared for children are properly identified, tracked and supported by schools and educational establishments.
5. Providing advice and support, as appropriate, to schools and challenging underperformance and practice that is not inclusive. This will include visiting schools and families
6. Work in a multi-agency capacity with all key stakeholders to generate enthusiasm and contribute to continuous school and service improvement
7. Produce reports and communicate with stakeholders as appropriate
8. Proactively disseminate good practice, especially in relation to raising aspirations and progression to Further and Higher Education
9. Contribute to the commitment to equality of opportunity
10. Collaborate with Children's Social Care colleagues to quality assure plans to improve the education of cared for children.
11. To carry out the duties with full regard to the Council's Corporate Plan, the Corporate Equality and Diversity Policy, Health and Safety and Safeguarding policies
12. To undertake any line management responsibilities, ensuring staff have clear performance objectives which are reviewed regularly and are appropriately supported to fulfil their roles and responsibilities.
13. To analyse research, complex information, and data from a range of sources and identify strengths and areas for development
14. To ensure effective systems are utilised which enable appropriate monitoring and tracking of young people's progress.
15. To set up, chair, attend or contribute to a range of multiagency meetings to support individuals and groups of children in care or care Leavers
16. To support with the set up and delivery of training for teachers, social workers, governors, carers etc., to ensure that there is a greater awareness of the barriers that children in need face and what can be done to improve their educational outcomes.
17. 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.



18. To provide evaluation reports of work undertaken and communicate effectively with other professionals/practitioners. To write presentations, articles for newsletters, maintain web pages, and develop training material of a consistently high standard.
19. Ensure the involvement of children, young people and families in the development of services and ensure effective arrangements for learner feedback from those participating in services.
20. To carry out all duties with due regard to confidentiality and data protection regulations.
21. The postholder is responsible for the safeguarding and promoting the welfare of children and/or vulnerable adults.
22. To undertake such additional duties as are reasonably commensurate with the level of this post.

REVIEW ARRANGEMENTS

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this Job Description from time to time and will consult with the postholder at the appropriate time.

Date Job Description prepared:

Updated September 2026

Prepared by:

Natasha Sandland



Personal Attributes Required (considerations)

Essential
(E) or
Desirable
(D)

EXPERIENCE

- Successful teaching experience at senior level
- Experience of supporting vulnerable children, including children with a social worker, in education settings
- Successful experience of raising standards in an educational setting using pupil performance data in target setting
- Experience of collaborative working with other agencies to support vulnerable young people and influence professional practice
- Comprehensive knowledge of legislation and national guidance relating to the education and children's social care
- Evidence of continuing professional development, especially relating to the needs of vulnerable children
- Up to date knowledge of SEN policies and processes
- Excellent knowledge of education assessment practice and ability to advise on the setting and review of suitable SMART targets.
- Working knowledge of OFSTED inspection frameworks and processes
- Excellent knowledge and understanding of using data and intervention strategies to support the raising of attainment

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• Excellent organisational skills, ability to work independently, and as part of a team, and ability to work to deadlines	E	AF/I
• Excellent interpersonal skills and ability to negotiate with different groups, such as headteachers, school colleagues, Social Care teams, and professional partners	E	AF/I
• Excellent written, oral and ICT skills.	E	AF/I
• Ability to analyse data and qualitative information and present findings to a range of audiences	E	AF/I/T
• A caring approach and inclination to handle difficult situations in a sensitive and confidential manner.	E	AF/I
• Awareness and sensitivity to be able to lead successfully within the Education and Social Care environments, working effectively with schools, social care staff and other organisations and agencies.	E	AF/I
• Able to work flexibly and to plan travel and occasional evening or weekend work to carry out responsibilities associated with service priorities.	E	AF/I
• Have a commitment to equal opportunity and fairness.	E	AF/I
• Knowledge of, and commitment to, the principles of Corporate Parenting	E	AF/I



<u>Qualifications/Training</u> - Graduate with Qualified Teacher Status and/ or equivalent professional qualification - Full driving licence - SENCO	E	AF
	E	AF
	D	A/F
<u>Special Requirements</u>		

