Head Teacher of Lancashire Virtual School

Job Description

Directorate:	Education and Inclusion		
Service:	Education Improvement — Virtual School		
Location:	Agile		
Salary range:		**Grade:**	13
Reports to:	Head of Education Improvement	**Staff responsible for:**	Line management of approximately 9 staff

Job purpose and scope

Act as the strategic lead for Lancashire Virtual School, supporting Lancashire County Council to meet the statutory duties described in the source job description and promoting high aspirations, inclusion and improved educational attainment and progress for the cohorts served.

- Promote the educational attainment and progress of Lancashire children looked after, care leavers and children with a social worker.
- Promote the educational attainment and progress of previously looked after children and children in kinship care of statutory school age living in Lancashire, through information, advice and partnership working.
- Promote inclusion and remove barriers to educational progress for children looked after, care leavers, previously looked after children, children in kinship care and children with a social worker.

Lead and support the Virtual School team so that its work has a positive impact on educational progress and attainment. Exercise strategic oversight of staffing, budgets, quality assurance, partnerships and service improvement.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Educational attainment, attendance and progress of care experienced children
- Completeness and quality of Personal Education Plans;
- Impact of Pupil Premium expenditure

Date: to be confirmed

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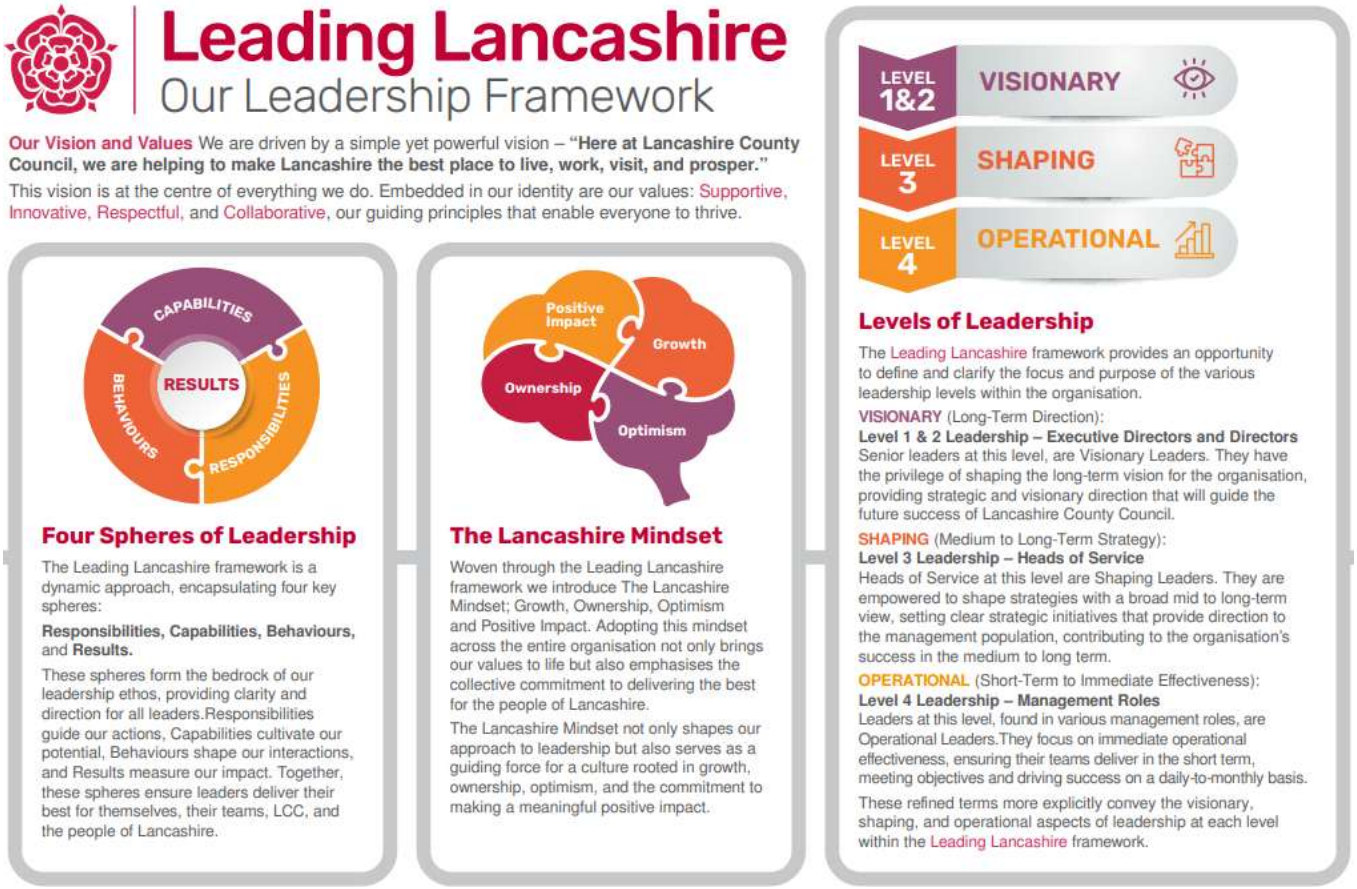
Leading Lancashire – Our Leadership Framework



Apply the Council's supportive, innovative, respectful and collaborative values through clear service objectives, high educational aspirations, effective partnership working and responsible use of resources. Lead staff development through supervision, appraisal, coaching and training; use evidence to guide improvement; and exercise sound professional judgement, escalating significant risks when required.

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Accountabilities/Responsibilities

Children looked after and care leavers

- Promote a culture of high educational aspirations and ensure educational achievement is a priority for everyone responsible for the welfare of children looked after. Support access to high-quality education placements and ensure commissioning takes account of the duty to promote educational achievement.
- Maintain an up-to-date roll of children looked after in school or college settings, recording their placements, attendance and educational progress. Maintain robust attendance monitoring wherever children are placed, evaluate attainment and progress, and avoid drift or delay in securing suitable educational provision.
- Ensure social workers, designated teachers, schools, carers and Independent Reviewing Officers understand their responsibilities for initiating, developing, reviewing and updating Personal Education Plans (PEPs). Ensure children and young people have up-to-date, effective, high-quality PEPs focused on educational outcomes.
- Strengthen links with the Corporate Parenting Board so that it can support and challenge the Virtual School Head in securing the best possible outcomes for children with a social worker and care leavers.

Previously looked after children, kinship care and children with a social worker

- Promote progress and educational achievement for previously looked after children and children in kinship care through information and advice to parents, carers, educators and partners. Provide accessible responses to common questions and individual enquiries, including advice on support to avoid exclusion and effective use of Pupil Premium for previously looked after children.
- Make visible the educational disadvantages experienced by children with a social worker and strengthen partnerships between education settings, the local authority and children's social care to sustain high aspirations.
- Promote engagement and attendance, recognising the protective role of education; contribute to narrowing attainment gaps; and ensure educational needs are addressed in Child in Need and Child Protection plans.

Wider service leadership

- Lead training for professionals, parents and carers to support educational progress and wellbeing. Contribute to a trauma-informed local authority and ensure children's views, according to age and understanding, inform identification of and responses to educational needs.
- Manage the Virtual School budget, including Pupil Premium, ensuring expenditure improves outcomes for children looked after. Provide advice and share effective practice on Pupil Premium use for early years, school-aged and post-16 pupils. Ensure resources are used effectively and efficiently to meet Council objectives.
- Support the Children and Young People's Plan and Education Strategy. Analyse and share data with relevant stakeholders, using evidence to identify underperformance, recognise success and share good practice. Monitor plans and targets and direct corrective action where necessary.
- Provide an annual report as required by the Department for Education/Ofsted. Lead quality assurance so that practice is consistently high quality, meets statutory requirements and national and local policies and procedures, and supports readiness for Ofsted inspection.
- Deploy and manage staff, supporting development through supervision, appraisal and training. Ensure service, team and individual objectives sit within the business planning framework and are regularly monitored and reported.
- Manage Service Level Agreements and contracts and work with commissioners to ensure commissioned services meet children's needs, offer value for money and deliver the required impact.

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- Represent the service and Council in internal and external meetings. Promote constructive relationships between settings, schools and providers so their views inform service improvement. Build partnerships, negotiate with and influence Council decision-makers and other stakeholders.
- Advise the Head of Service, Directors and elected members on strategic and operational matters within the post's remit. Provide reports and recommendations to senior officers, members and committees to support agreed outcomes for children and young people.
- Exercise independent professional responsibility, discretion and a substantial degree of decision-making. Use professional knowledge to improve performance and efficiency, manage complex priorities and mitigate risks, alerting senior managers to significant risks and escalating decisions to the Head of Service or Director where appropriate.

Other

- **Equal Opportunities**
  We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**
  All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**
  We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**
  We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**
  We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**

Date: to be confirmed

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.

- **Innovative**
  We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.

- **Respectful**
  We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.

- **Collaborative**
  We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

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Person Specification

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All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Honours Degree level qualification or equivalent experience
  Graduate with Qualified Teacher Status.
  Postgraduate qualification.*

Experience

- Significant professional and/or management experience of a strategic operation/service
- A demonstrative record of delivering high quality services against challenging objectives and resources.
- A demonstrative record of operational management of a major service spanning across a major arm of the organisation.
- Engaging, guiding and influencing senior managers within the area of responsibility.
- Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources.
- Experience of working across services outside of the area of responsibility to ensure delivery of corporate objectives.
- Successful teaching and/or leadership experience at primary or secondary level.
- Experience of supporting vulnerable children, including children looked after, in education settings, and of collaborative working with other agencies to support vulnerable young people.
- Successful experience of raising standards in an educational setting using pupil performance data and target-setting.
- Evidence of continuing professional development, particularly relating to the needs of vulnerable children, and experience of developing and delivering training to professionals, parents and carers.

- Experience of developing policy and strategic plans, coaching, mentoring and line managing others, and resolving complex issues while managing conflicting priorities.

Essential knowledge, skills & abilities

- Highly developed knowledge (broad and/or deep) of the principles, theory and practice of the specialist area of responsibility.
- Comprehensive understanding of the activities and objectives of the Council, both current and future.
- Ability to successfully influence key decision makers at senior levels, both internal and external to the Council.
- Effective Leadership and Management at a senior level of a diverse workforce to support excellence in service delivery.
- Good understanding of the political context at regional and local level and working with Elected Members in a constructive and sensitive way.
- Successful financial management including prioritisation within decreasing resources.
- Ability to lead, develop, manage and motivate services/teams in a challenging and changing environment.
- Ability to quickly build credibility with senior managers and stakeholders.
- Ability to embed services which are compliant and fit with the wider organisational strategy.
- Ability to utilise significant judgement to lead the design and delivery of a service/collection of services operational business plans to resolve service issues or improve services; including creative and innovative thinking and risk assessment.
- Comprehensive knowledge of legislation and national guidance relating to the education and care of children looked after, previously looked after children and children with a social worker; the principles of corporate parenting; and current special educational needs and disabilities (SEND) policies and processes.
- Knowledge of barriers to learning affecting the service's cohorts, their underlying causes and strategies to address their impact. Excellent knowledge of assessment practice and the ability to advise on specific, measurable, achievable, relevant and time-bound (SMART) targets, using data and interventions to raise attainment.

- Working knowledge of Ofsted inspection frameworks and processes. Strong analytical and problem-solving skills, including the ability to analyse quantitative and qualitative information and present findings clearly to different audiences.
- Excellent organisational, written, oral and ICT skills; the ability to meet deadlines and design and deliver training for professionals, colleagues, parents and carers; and excellent interpersonal, communication and negotiation skills.
- Ability to build and maintain effective networks and work sensitively across education and social care, including with headteachers, school leaders, designated teachers, managers, social workers and care providers. A caring approach to difficult situations, respecting sensitivity and confidentiality.

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post
  You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive