

## Virtual School Assistant Head Teacher

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**Department: Children, Young People, Education & Skills**

**Division: Education**

**Reports to: Virtual School Head Teacher**

**JE Reference: CYP 914**

**Grade: 12**

### Job purpose

Provide support and expertise for the Virtual School provision delivering improvements in the educational progress and attainment of all Looked After Children (CLA) Previously Looked After Children (PCLA), children who are subject to a Child Protection Plan (CPP) and Children in Need (CiN) , including those that have been placed in schools in off-island Local Authority areas as if they belonged to a single school. The postholder has a key role in working in partnership with Virtual Schools in off-island Local Authorities to support the educational progress of children who are in Jersey schools but looked after by off-island Local Authorities.

### Job specific outcomes

1. Support the Virtual School Head Teacher to champion the needs of Children Looked After and Children Previously Looked After across Jersey and those living off-island, driving excellence in educational practice, particularly in relation to improving behaviour and attendance, reducing exclusions, promoting stability of placement and school stability through admissions policies and use of home to school transport.
2. Play a key role in ensuring that Children Looked After and Previously Looked After Children receive their full educational entitlement and are placed without delay in the school which best meets their needs with appropriate pastoral skills and support, using admissions powers to priorities their placement as required.
3. Provide expert information and advice about the progress and outcomes for children to members of the Senior Leadership Team, Corporate Parenting Board and Safeguarding Partnership Board through monthly, quarterly and annual reports as required, bringing attention to urgent matters of concern. Provide subject specific briefings papers as required.

4. Support the Virtual School Head Teacher to lead and inspire the staff of the Virtual School, comprising Jersey Premium Lead and Virtual School Administrator to create exemplar practice standards and a resilient, forward thinking and highly effective service. Provide specialist advice, knowledge and skills through training and other interventions to advocates and practitioners within Jersey's schools, settings, colleges and central staff team. Play an active role in the Leadership Team of the Inclusion Service.
5. Maintain an accurate operational record of the location and educational progress of all Jersey Looked After and Previously Looked After Children, including those who are placed in an off-island Local Authority or an independent school and those who are looked after by an off-island Local Authority but living in Jersey.
6. Ensure data is tracked and monitored where children are at school and their progress, in a similar way to a Head Teacher of any school. Work with the Virtual School Head Teacher to use data monitoring to highlight areas of concern, trends and inequalities, for example through SEN/D, race, faith or gender and develop innovative solutions to effectively address these.
7. Work with the Senior Leadership Teams in Schools to implement strategic and operational change programmes required to provide vulnerable children with the opportunities and pathways they are entitled to and actively contribute to wider strategic inclusion change programmes
8. Ensure that all Looked After and Previously Looked After children have a robust and effective Personal Education Plan (PEP) and access one-to-one support, including personal tuition where appropriate by working with relevant professionals to ensure PEPs are of a high quality, subject to a rigorous monitoring and evaluation process, with impacts and outcomes that are followed up.
9. In conjunction with Senior Education Advisors, challenge schools and others when appropriate to improve the quality of the PEP and promote faster progress. Work collaboratively with Senior Leaders from Children's Social Care or specialist staff such as SEN/D to train and coach relevant school staff to improve understanding and skills.
10. Provide short PEPs for children who are subject of a Child Protection Plan or a Child in Need and embed a monitoring mechanism within school's improvement plans.
11. Assist with the administration of the funding for Jersey Premium (currently £xxx) to support individual qualifying children in school and ensure that the funding is effectively used to improve children's progress and achievement.

### Statutory responsibilities

- The post holder will have to comply with all relevant States Laws, such as the Health and Safety at Work (Jersey) Law 1989 and any other associated legislation, Standing Orders, Financial Directions, and other relevant Codes of Practice, in respect of managing the key project deliverables of programmes and costs through the active management of procurement, approval, financial and administrative procedures.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work (Jersey) Law, 1989
- To work in accordance with the Data Protection (Jersey) Law;
- This role is politically restricted. The job holder is not permitted to undertake political activity involving standing for election to the Government or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

### Organisational structure



## Person Specification

### Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	Postgraduate professional qualification in teaching or equivalent (e.g. PGCE)	
<b>Knowledge</b>	<p>Knowledge of UK/ International education services, curriculums and education laws.</p> <p>Up to date knowledge of UK education strategies, policies and learning best practice.</p> <p>Extensive knowledge and of Early Years, Primary and Secondary education.</p> <p>Working knowledge of Higher Education &amp; Further Education.</p> <p>Good understanding of best practice in the UK with regards to teaching, learning, assessment and quality improvement.</p> <p>Sound knowledge of UK/International Children's Social Care Legislation</p> <p>Sound knowledge of SEN/D</p> <p>A good understanding of children's Safeguarding issues. Good understanding of the management of risk and supporting vulnerable children and families in the community</p>	<p>Knowledge of Education Services, curriculums and Education Law in Jersey.</p> <p>Up to date knowledge of Education strategy, policy and learning In Jersey.</p> <p>Sound knowledge and understanding of best practice in Jersey with regards to teaching, learning, assessment and quality improvement.</p>
<b>Technical / Work-based Skills</b>	<p>Ability to gain Enhanced DBS clearance.</p> <p>Able to demonstrate a range of information technology skills i.e. an ability to effectively use</p>	Safeguarding training

	IT equipment and role critical software.	
<b>General Skills/Attributes</b>	<p>Committed to multi-agency working and awareness and understanding of the challenges and opportunities that come with this.</p> <p>High level analysis and problem-solving skills.</p> <p>Able to use data as a means of monitoring trends and patterns, the activity of the team and informing ongoing service improvement.</p> <p>Adept at dealing with a wide range of people.</p> <p>Excellent inter-personal, social and communication skills.</p> <p>Able to formulate, negotiate and gain acceptance of decisions, judgement and advice.</p> <p>Ability to build effective professional relationships with staff, other agencies, carers and service users.</p> <p>Management, organisational and administrative skills.</p>	
<b>Experience</b>	<p>Management experience at a senior level in an education environment.</p> <p>Substantial experience of working with children, young people and families.</p> <p>Involvement in multi-agency policy, procedure and guidance and performance reporting.</p>	

	<p>Involvement in organisational change and improving and transforming services .</p> <p>Successful record of developing and sustaining partnerships and networks with external organisations and other bodies locally, regionally and nationally.</p>	
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**Core Accountabilities, Attributes and Behaviour Indicators**

Appointees to this role will be required to adhere to and perform their duties in line with the standards identified in the Government of Jersey tier 4 core accountabilities, attributes and behaviour indicators.

**Organisation chart**

