

Job Description

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties. The wider generic role profile is set out in Section B.

Role Details

Job Title:	Virtual School Education Adviser	JEID	Y0004
Salary Grade:	Soulbury 3-6 +3 SPA		
Team:	The Virtual School		
Division / Service:	Education Services		
Directorate:	The Communities Group		
Political Restriction:	This position is not politically restricted		
Responsible to:	Virtual School Head		

Role Purpose

- Work with schools, social care and other agencies to improve the outcomes of Warwickshire's children looked after and previously looked after
- Ensure the educational attainment of children looked after and previously looked after is given a high priority in schools, early years settings and alternative provision, and also by social care.

Role Responsibilities

- Work with colleagues, schools and agencies to ensure that support is provided to children looked after and previously looked after so that they are able to access appropriate education provision
- Work with schools to make effective use of funds such as the pupil premium in order to improve educational outcomes
- Work within the Virtual School to contribute to ensuring that the Local Authority meets its statutory responsibility to promote the educational outcomes of children looked after and previously looked after
- Collect data in order to rigorously track and monitor the attainment of individual children and groups
- Evaluate the impact of interventions designed to close the gap in attainment between children looked after and their peers, and advise schools on their use

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- Ensure that an assigned caseload of children looked after have a high-quality personal education plan (PEP)
- Contribute to the training and support of other partners, including elected members, social workers, foster carers, and independent reviewing officers, to promote the educational outcomes of children looked after and previously looked after
- Provide reports to the Virtual School Head and other colleagues about the work of the Virtual School and its impact on the outcomes of children looked after

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria	Assessed By:
Educated to degree level or equivalent and qualified teacher status	A D
Evidence of recent highly effective classroom practice in more than one key stage	A I D
Recent experience of working with vulnerable children in an education setting	A I T
Successful track record of leading change in an education setting	A I D
Ability to travel across the county and beyond, efficiently and effectively	A I
Ability to independently interpret and analyse varied and complex information or situations and provide solutions	A I T
Knowledge and understanding of current good practice with respect to improving the educational outcomes of children looked after and previously looked after	A I T
Knowledge and understanding of the legislation and guidance relating to the education of children looked after and previously looked after	A I T
Ability to work under a high degree of pressure including meeting unpredictable deadlines and dealing with conflicting demands	A I T
Ability to communicate fluently, in writing, through presentations and verbally, with a wide range of people, including senior managers	A I
Ability to write clear, coherent letters and reports and dealing with complex and sensitive issues	A I
Ability to contribute to the leadership and delivery of training to a variety of partners including foster carers, social workers and designated teachers	A I
Evidence of ongoing professional development	A I D

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Desirable Criteria	Assessed By:
Experience of working with a Virtual School	A
Knowledge and experience of working with children's social care	A I
Ongoing CPD in areas related to care experienced children	A I

Section D: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and hazards that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities in accordance with all Warwickshire County Council policies, procedures and arrangements as specified for the post / role.

Potential Hazards

The hazards ticked below are elements of the job that may need to be considered when applying for the role, as well as when completing the work health assessment.

<input checked="" type="checkbox"/> Regular client contact or care	<input type="checkbox"/> Exposure to noise levels (above 80dbA)
<input checked="" type="checkbox"/> Lone working	<input type="checkbox"/> Working with waste or refuse
<input type="checkbox"/> Night working	<input type="checkbox"/> Food Handling
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Manual handling tasks
<input type="checkbox"/> Working in confined spaces	<input type="checkbox"/> Electric work
<input checked="" type="checkbox"/> User of Display Screen Equipment (DSE)	<input type="checkbox"/> Contact with Latex
<input type="checkbox"/> Repetitive tasks	<input type="checkbox"/> Chemical / Dust / Fume Exposure (COSHH)
<input type="checkbox"/> Continual telephone use (<i>call centre</i>)	<input type="checkbox"/> Working with vibrating tools / machinery

