

Job Description

For 1 Positions

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.

Role Details

Job Title:	Virtual School Education Adviser for Children with a Social Worker	JEID	Y0004
Salary Grade:	Soulbury 3-6 +3 SPA		
Team:	Virtual School		
Service Area:	Education Services		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Virtual School Head		
Responsible for:	Supporting the Virtual School Head to develop a strategic response to promote the education of children who have or have had a social worker		

Role Purpose

- Develop a strategic role for the Virtual School team
- Develop a specialist role
- Under the leadership and direction of the Virtual School Head, provide challenge, scrutiny and support which fosters, sustains and develops the aspirations and achievement of children with a social worker and promotes their education

Role Responsibilities

- Work within the Virtual School to ensure that the Virtual School Head meets their extended responsibility to promote the educational outcomes of children with a social worker
- Assist the Virtual School Head in shaping the vision and direction for this revision of duties, ensuring it is shared, acted upon, and understood by all stakeholders
- Collate, analyse, and evaluate data and use this to underpin work with all stakeholders and plan the Virtual School strategic direction in this area
- Contribute to the training and support of other partners to promote the educational outcomes of children with a social worker
- Maintain own knowledge and understanding to advise on a broad range of evidence-based interventions and support options

- Be the first point of contact and support for children with a social worker
- Work within the Virtual School team to ensure policy and practice promote agreed expectations and drive service agendas forward coherently
- Support school staff to develop effective systems to monitor and support children with a social worker
- Contribute or attend meetings related to children with a social worker, as deemed necessary by the Virtual School Head
- Provide reports to the Virtual School Head and other colleagues about the work of the Virtual School and its impact on the education and outcomes for children with a social worker
- Support and uphold the ethos of the Virtual School at all times

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Virtual School Education Adviser
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Main Tasks

- Provide information and advice to social workers
- Provide information, advice and signposting to education professionals
- Collate and monitor appropriate data, using this to inform action planning
- Work with colleagues across the local authority to raise awareness and promote educational outcomes for children with a social worker
- Support the Virtual School Head to develop a strategic response to the extended duties
- Work with regional and national colleagues to develop best practice
- Support service development priorities

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 and participation of vulnerable children	A I T
Knowledge and understanding of the legislation and guidance relating to the education of children looked after, previously looked after and with a social worker	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

Desirable Criteria

Assessed By:

Leadership experience	A, I
Understanding of SEND	A, I
Understanding of underlying causes of behaviours often associated with children looked after and previously looked after	A, I
Experience of multi-agency working	A, I

Section C: 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 the potential hazards and risks 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 for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards

and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input checked="" type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	