

Job Description

Job title	Medway Virtual School Achievement and Intervention
Directorate	PEOPLE : Children and Adults
Division	Medway Virtual School
Range	Choose an item.
Reports to	Medway Virtual School Deputy Head: Quality and Outcomes

Main purpose of the job:

Grade to be confirmed

To provide targeted advice and support to ensure that children known to Medway Virtual School are in school and accessing an appropriate education which enables them to thrive in their learning.

To support and challenge practice, promoting a trauma informed approach, that secures and sustain pupil engagement, leading to improved educational outcomes for children and young people known to Medway Virtual School

Liaise with stakeholders in a way that promotes the [One Medway Council Plan](#) and embeds our [values and behaviours](#).

Accountabilities and outcomes:

To ensure all plans for education, such as Personal Education plans, are of a high quality and clearly contribute to improving outcomes for children and young people known to Medway Virtual School

To provide and support interventions and certificated opportunities for children and young people known to Medway school (eg Arts Award, study club, revisions, functional skills)

To ensure that induction and transitions across phases of education are effective and there is no drift or delay in accessing appropriate education

To use data and information to inform plans; to make effective use of complex information from a range of sources to inform advice, support and training

To develop, lead and participate in learning and development opportunities for professionals in respect of barriers and strategies preventing children from achieving and attending school

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To work with the professional network to secure appropriate education so that pupils attend on a regular basis, are not disproportionately suspended, or excluded and that interventions are focused on raising pupil achievement

At manager discretion, other activities may be assigned that fit the job description.

Key Corporate Accountabilities:

To work with colleagues to achieve service plan objectives and targets.

To understand and actively keep up to date with GDPR responsibilities, including completing regular refresher training.

Safeguarding is everyone's responsibility: all employees are required to act in such a way that safeguards the health and well-being of children and vulnerable adults.

As a corporate parent, all council employees are responsible for ensuring the well-being and positive outcomes of Medway's care-experienced children and young people.

To participate in the Performance Appraisal process and contribute to the identification of own and team development needs utilising the Career Progression Framework.

Work in accordance with the Equality Act 2010 and the Public Sector Equality Duty to eliminate unlawful discrimination, harassment and victimisation. Promoting equality of opportunity, fostering good relations and improving the quality of life and opportunities for everyone living and working in Medway.

To ensure full compliance with the Health and Safety at Work Act 1974, the Council's Health and Safety Policy and all locally agreed safe methods of work.

To fully understand and be aware of the commitment to the duty under Section 17 of the Crime and Disorder Act 1998 to prevent crime and disorder.

Promote the Medway Carbon Neutral by 2050 commitment; supporting the Council action plan to ensure we play our part in addressing the climate emergency.

Medway Council is a Category One responder in relation to the Civil Contingencies Act (2004) and as a result all staff working for the Authority may be asked to carry out Category One response duties or stand into the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the Medway Virtual School Deputy Head: Quality and Outcomes

The post holder will not be required to line manage others but may be required to direct, coordinate or train other employees.

The post holder will be required to liaise with all stakeholders both internal and external to the organisation.

Accountabilities to Children and Young People

The children and young people of Medway have said the following qualities are really important to them:

- Be a good listener.
- Be non-judgemental.

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- Be consistent and stable.
- Be contactable.
- Understand me.
- Be honest.
- Be focused.
- Be realistic.
- Be a good timekeeper.
- Be resourceful in your approach.

Be ambitious for young people and promote others to share the same drive.

Champion Children and Young People's views and rights in everything you do.

Ensure Children and Young People's voices are listened to and acted upon.

'Do what you say and say what you do'.

Working Style:

FIXED - The post holder will be permanently based at [Gun Wharf], although they may be expected to work at any location across Medway.

Person specification

All criteria at level A should be considered essential requirements.

Qualifications

Level A

Teaching qualification

Level B (in addition to level A criteria)

Level C (in addition to levels A and B)

Knowledge

Level A

- Highly developed knowledge in securing improved educational achievement for children and young people known to Medway Virtual School
- Working knowledge of the educational sector including the school processes, policies, and procedures: admission, suspension, SEND and across Trusts
- Good level of knowledge, policy, and practice, across education and social care and how to support, develop and challenge practice to avoid any drift or delay
- Knowledge of how to analyse and interpret cohort information to inform contribution to wider policy development and guidance to key multi agency partners.

Level B (in addition to level A criteria)

- Advanced knowledge, policy, and practice, across education and social care and how to support, develop and challenge practice to avoid any drift or delay.
- Knowledge of how local and national guidance and initiatives impact on local practice and provision.
- Excellent knowledge of local offer and ways of working across key services in Medway Council and across key education partners – schools, educational settings to effect change and secure good outcomes for individuals and cohorts of for children and young people known to Medway Virtual School

Level C (in addition to levels A and B)

- Good knowledge of how to influence change across teams and key partner services to secure improved practice when working to secure improved educational outcomes for children and young people known to Medway Virtual School
- Knowledge of how to apply theory of change to improve practice and outcomes
- Knowledge of national and local information and policies to shape the practice across the Council and across partner agencies

Experience

Level A

- Proven relevant experience in relation to primary or secondary education , securing improved educational outcomes for children and young people
- Experience of effectively analysing quantitative and qualitative data.
- Experience of effective partnership working with schools and other external providers, being supportive and challenging where required.
- Experience of coping well under pressure and difficult situations, able to identify and act on own development needs.
- Experience of contributing to developing training materials
- Experience of delivering training

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Level B (in addition to level A criteria)

- Experience of using data and information to design and deliver training and support across a range of services to improve the education outcomes for vulnerable pupils.
- Experience of analysing and interpreting complex information and situations to develop solutions for short and longer term
- Experience of effectively supporting key professionals in increasingly complex discussions to improve practice and avoid drift and delay in securing improved educational outcomes for vulnerable pupils.
- Experience of designing and delivering interventions to promote engagement and outcomes for children and young people known to Medway Virtual School

Level C (in addition to levels A and B)

- Experience of developing and implementing strategies to develop and maintain high quality practice across the partnership to secure improved educational outcomes for vulnerable pupils.
- Experience of analysing pupils and school level data against achievement data and school performance along with CSC data to shape local planning and contribute to regional and national developments.
- Experience of reviewing policy and practice across MVS and development of next steps to secure improved practice across key services.

Skills

Level A

- Works independently within defined procedures, and can work outside of procedures, making decisions without referring to a supervisor/line Manager, where necessary
- Excellent interpersonal communication skills, with an adaptable style and able to use a variety of information and tailor style to suit different situations when working with children and young people. Carers and partners
- Excellent organisational skills, with accuracy and attention to detail when planning and securing next steps to support pupils in their education and when designing and implementing interventions
- Able to respond swiftly to complex situations to secure effective next steps when working with conflicting priorities and views.
- Able to use a range of data sources (data and statutory guidance) to inform advice and recommendations for consideration when planning for next steps.
- Able to work effectively with partners and develop links to minimise drift / delay and secure swift and effective next steps.

Level B (in addition to level A criteria)

- Able to work independently within defined Medway Virtual school procedures, and within complex discussions, making informed recommendations without referring to a senior officer where necessary.
- Able to deliver successful collaborations with partners that result in improved practice and outcomes for children and young people known to Medway Virtual School
- Able to design and deliver successful interventions and support for children and young people known to Medway Virtual School
- Able to seek out additional information, data, and evidence to inform evaluation and recommendations.
- Able to identify opportunities/solutions to secure and sustain improved outcomes for children and young people known to Medway Virtual School

Level C (in addition to levels A and B)

- Highly developed interpersonal and communication skills which are used to
 - engage children and young people in opportunities
 - resolve difficult, complex, and sometimes confrontational situations, without access to more senior officers

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- Able to bring together professionals from differing services (schools/social care) to resolve challenges affected by conflicting priorities.