

Job Description

Job title	Medway (Senior) Virtual School Officer
Directorate	PEOPLE : Children and Adults
Division	Education & SEND: Medway Virtual School
Range	Range 6
Reports to	Head of Medway Virtual School

Main purpose of the job:

To provide additional capacity to Medway Virtual School for a fixed period in order to:

- Improve the quality of Personal Education Plans
- Improve the impact of the use of pupil premium funding for children in care
- Improve the engagement of pupils, who are in care to Medway, in their learning
- Secure improved educational outcomes for children in care
- Improve impact of reintegration following suspensions

Liaise with stakeholders in a way that promotes the [vision and values](#) of the Council.

Accountabilities and outcomes:

To work with stake holders and partners to ensure effective delivery of the aims of Medway Virtual School for children in care through secured appropriate education provision, sustained engagement in learning and training and that children and young people thrive in their learning.

Develop and implement robust work plan to achieve agreed outcome

Develop and deliver appropriate training and coaching to key professionals to improve practice, enabling children in care to thrive in their learning and make more rapid progress in their learning

To maintain confidential reports and case notes and to record interventions and evaluations in a timely fashion, including electronically, in accordance with department policies and procedures.

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

Develop the use of PP+ to promote innovative and effective use of funds to close the gap in educational achievement for CYP in care to Medway

Provide advice and training for senior school leaders in the monitoring of impact for vulnerable and disadvantaged pupils – specifically educational achievement for children in care to Medway

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At the discretion of the Head of Service, such other activities as may from time to time be agreed consistent with the nature of the job described above.

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.

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

To actively promote the Council's Fair Access, Diversity and Inclusion Policy and observe the standard of conduct which prevents discrimination taking place.

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.

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.
- 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'.

Organisation:

This role reports to the Head of Medway Virtual School.

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.

Working Style:

HYBRID - a flexible working arrangement whereby an employee can undertake their work either in the office and/or partially or mainly from home on a temporary or permanent basis.

Person specification

Qualifications

- Good general level of education with GCSE or equivalent in Maths and English
 - At least 2 A levels or equivalent
 - Degree or equivalent in a relevant subject area e.g. education, child development
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Knowledge

- An excellent understanding of pupils needs and how needs can be met in a range of settings
 - good understanding of education and access and to secure and sustain engagement for CiC and those known to MVS – locally and nationally so that they thrive and are active citizens
 - Up to date knowledge of project management techniques
 - how to use strategies to manage conflicting demands
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Experience

- Experience working as a senior leader in school, securing improved outcomes for vulnerable children
 - Demonstrable experience of providing advice, challenge and support to professionals to improve outcomes for children
 - Experience of analysing pupils and school level data against achievement data and school performance along with CSC (children's social care) data to inform actions across the cohort of pupils
 - Experience of developing and implementing strategies to develop and maintain high quality practice across the partnership to secure improved educational outcomes for vulnerable pupils
 - Effective report writing following implementation, review and evaluation of plan
 - Experience of designing and delivering training to professionals
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Skills

- Excellent organisational skills, with accuracy and attention to detail when planning and securing next steps to support pupils in their education
- Identify plausible and effective next steps to complex situations with partners in education to improve educational outcomes for children in care to Medway
- Able to deliver successful collaborations with partners that result in improved practice and outcomes for vulnerable children
- Able to bring together professionals from differing services (schools/social care) to resolve challenges affected by conflicting priorities.
- Demonstrable ability to use judgement and creativity to assess situations and solve varied problems and/or develop short term plans
- Demonstrates the ability to deal with considerable levels of work-related pressure, for example from deadlines, interruptions or conflicting demands