

Job Description

Job title	Medway Virtual School Outcomes and Achievement Lead
Directorate	Children and Adults
Division	Medway Virtual School (MVS)
Range	Soulbury 9-11 (plus up to 3 SPA points)
Reports to	MVS Deputy Head Quality and Outcomes

Main purpose of the job:

To contribute to and deliver the strategy to improve the educational outcomes for children and young people known to Medway Virtual School.

To deliver the educational aims of the Corporate Parenting Strategy and contribute to the fulfilment of the wider Corporate Parenting Strategy alongside the priorities of Medway Virtual School.

To provide specialist advice, training, support and challenge to professionals regarding the education of children and young people known to Medway Virtual school, so that pupils are in the right setting, accessing a good offer and thriving in their learning.

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

Accountabilities and outcomes:

To ensure targets for the education outcomes of pupils known to Medway Virtual School are suitably aspirational and are achieved.

To lead on identifying, developing and implementing whole service improvements based on data and to process data and information in order to analyse, evaluate, identify and implement key actions for those within Medway Virtual School and key partners.

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

Provide specialist advice and give appropriate challenge to partners to ensure that children and young people are at the centre of any decisions made, working with headteachers, CEOs, governors, and trustees.

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Strategically lead and develop work across the cohort of children and young people (CYP) known to Medway Virtual School completing associated data returns, monitor and evaluate funding requests and outcomes for children in care and those who care experienced to improve outcomes for this cohort.

Analyse and evaluate information returns, prepare, and present reports for Corporate Parenting board, MVS Partnership Board and partner agencies.

Strategically lead the effective implementation of pupil premium funding for children in care within the phase against eligible expenditure and evidenced informed interventions and support; develop, monitor, and evaluate the use of project funding for specific cohorts, in partnership with schools and multi academy trusts.

Contribute to the delivery of the work of the MVS, monitoring and evaluating projects accurately to secure improved outcomes for children and young people known to MVS

Develop and deliver opportunities for children and young people to engage in enrichment opportunities to support engagement in their learning and raise their aspirations.

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

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'.

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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 in the role of another member of staff who is responding to a Major Civil Incident.

Organisation:

This role reports to the MVS 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 need to liaise with all stakeholders both internal and external to the organisation.

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

Qualified teacher Degree or equivalent level 6 in a relevant subject area e.g. education, child development

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Level A

- Expert knowledge of education systems including admissions, suspensions, EHCP and reviews.
- An good understanding of pupils needs and how needs can be met in a range of educational settings.
- A good understanding of the role of a virtual school and of Corporate Parents

Level B (in addition to level A criteria)

- Excellent practical and procedural knowledge of both education and children's social care
- An excellent understanding of pupils needs and how needs can be met in a range of educational settings across different Local Authorities
- A strong understanding of the value and use of new ways of working / new resources in improving services to secure improved outcomes for vulnerable pupils.

Level C (in addition to levels A and B)

- Knowledge of how to establish effective internal and external partnerships to maximise opportunities for children and young people known to MVS
- A developed knowledge and understanding of the council's budgetary systems and financial matters offering solutions for improvements to working practices and identifies where more efficient working could make savings.
- Excellent understanding of education and access, and knowledge of how to secure and sustain engagement for all those known to MVS – locally and nationally so that they thrive and are active citizens.

Experience

Level A

- Sustained experience as senior leader in school
- Experience of setting and achieving targets for improved educational outcomes
- Experience of working with children's social care services and other multi agencies
- Strong experience of developing and delivering programmes and projects to enable pupils to secure, sustain and thrive in their achievement
- Experience of developing and delivering programmes and projects to promote engagement in educational / opportunities
- Experience in the handling and resolution of complex discussions and securing appropriate and / or innovative solutions.
- Experience of developing and delivering effective training

Level B (in addition to level A criteria)

- Experience of working with Multi Academy Trusts and educational settings across different Local Authorities to secure improved outcomes for children and young people known to MVS
- Experience of coping well under extreme pressure and difficult situations,
- Significant experience of developing and delivering effective training (internal / external) for stakeholders and partners
- Experience of developing, implementing, and evaluating plans that secure improved outcomes for a phase and wider cohort of pupils known to MVS

Level C (in addition to levels A and B)

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- Sustained experience of collaborating with partners and stakeholders to maximise opportunities and effect changes for children and young people known to Medway Virtual School
- for children in care and care experienced and other vulnerable cohorts across more than one phase / entire cohort known to MVS.

Skills

Level A

- Advanced organisational skills, with accuracy and attention to detail in relation to securing school as a protective factor in multi-disciplinary discussions.
- Strong MS Office skills (e.g. Word, Excel, Teams, Power BI)
- The ability to deal with consistent high levels of work-related pressure from deadlines, interruptions or conflicting demands.
- Able to identify plausible and effective next steps to complex situations with partners in education and CSC.
- Excellent interpersonal and communication skills, with an adaptable style and able to use a variety of information and tailor style to suit different needs.
- Ability to build and sustain productive working relationships with external senior decision makers in Multi Academy Trusts across the Local Authority and wider region / nationally.
- Excellent leadership skills and collaborating with partners and stakeholders to maximise opportunities to secure improved practice and outcomes for vulnerable children and young people (CYP).

Level B (in addition to level A criteria)

- Able to take a lead role in ensuring effective work across regional networks.
- Able to provide excellent delivery of activities to sustain engagement in educational opportunities to improve the outcomes for those known to MVS
- Can demonstrate pro-activeness in identifying ways to improve efficiency and effectiveness.
- Able to accurately monitor finances to avoid double funding and keep within agreed budgets.
- Able to set clear direction for cohorts and wider working (Trusts, regions, partners)
- Able to identify and act on own development needs.

Level C (in addition to levels A and B)

- Able to resolve difficult, complex, and sometimes confrontational situations, imposing requirements on unreceptive partners, stakeholders and those known to MVS without access to more senior officers.
- Able to accurately analyse and interpret specialist information, reports, and local and national statutory guidance.
- Able to prepare detailed reports to inform those with governance oversight.
- Able to provide a highly effective contribution to the wider MVS offer and the development of directorate and partner strategies and policies.
- Able to actively encourage staff to put forward ideas of how work should and could be improved and act on those ideas whenever possible.
- Able to successfully communicate corporate message to the team and, ensure all staff are aware of how their role fits in with the council's objectives and values.

