Job Profile

Position Details	
Post	Head of Virtual School
Service Area	Children's Services/Schools and Learning/Virtual School
Reports to	AD, Schools and Learning
Grade	Leadership 12-18
Job Family	To be completed by HR

Role Purpose
An experienced leader to support, challenge and advise those involved in the lives of children in care to secure the best possible educational provision and outcomes for children and young people in the care of the Council. This includes social care professionals, head teachers, designated teachers, school improvement partners and other personnel working for agencies and organisations in partnership with the Virtual School.   We are looking for an individual who will provide outstanding leadership to our work on behalf of this group. The head teacher will continue to build upon the good practice that already exists in Haringey.

Main Responsibilities
1. Work directly with schools and education provisions, school improvement partners, parents and carers and other personnel within the Council to drive up standards of education and the attainment of children in care.
2. Work closely with heads of service, social workers and managers, supervising social workers to raise awareness of the importance of education to support good outcomes.
3. Attend the Council's Members Corporate Parents Advisory Committee and submit reports as required in regards to the educational progress of Haringey children in care.
4. Make effective links with virtual school head teachers and others in authorities where Haringey's children are being educated.
5. Track, analyse and monitor the progress of children and young people in care in schools and education settings, including colleges of post 16 education.
6. Be a member of the Directorate Management Group within Schools and Learning directorate
7. Be a member of the Quality Assurance Board for Children and Families Services.
8. Lead on the development of initiatives to support partnership working with schools, community groups, charities and businesses to improve the outcomes of children in care, including programmes to narrow the gap.
9. Apply research and learning into strategies and programmes to improve attainment and progress of Haringey children in care.
10. Produce the Virtual Head Annual Report and an annual self evaluation and development plan for the virtual school, evaluating, setting targets and actions.

Generic Responsibilities
1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Abilities/Experiences	
• Successful senior leadership and management experience within educational settings or a local authority	Essential
• Successful member of a team in more than one institution	Desirable
• Successful track record of work with a range of staff in different settings	Essential
• Expertise in initiating and managing joint programmes between a range of educational and other settings	Desirable
• Successful project management experience	Desirable
• Experience of working with gifted and talented and disadvantaged pupils/students	Desirable
• Successful teaching experience	Essential
Qualifications	
• Graduate or equivalent and qualified teacher status	Essential
• Evidence of participation in continuing professional development leading to an additional, professional qualification	Desirable
• Understanding, knowledge and ability to follow guidelines that ensure compliance to Health and Safety at Work, Data Protection and other statutory requirements.	Desirable
• Health and Safety aspects/issues, first aid/manual handling etc in relation to working environment, ie Hazardous materials and relevant processes/legislations etc	Desirable
• Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc	Essential
• Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.	Essential
• To undertake any other temporary duties consistent with the basic duties and/or objectives of the post.	
Knowledge/Skills	Desirable

• Ability to provide professional support and challenge to head teachers, governors, colleagues within all education settings and the LA	
• Excellent oral and written communication skills	Essential
• Provision of effective advice and training	Desirable
• Good understanding of the needs of looked after children and young people	Essential
• Good knowledge of systems for assessing progress and attainment of children and young people	Essential
• Ability to relate well to head teachers, teachers, managers, social workers, carers and young people in a wide range of roles and institutions	Essential
• Effective inter-personal skills and ability to build effective working relationships	Essential
• Ability to work to tight deadlines and manage time effectively	Essential
• Ability to inspire and motivate others	Essential
• Ability to work as an effective team member	Desirable
• Commitment to the Council's equal opportunities policy	Essential
• Commitment to personal training and development	Desirable
• Understanding of the context for raising standards nationally and locally	Desirable
• Effective use of information and communication technology	Desirable

Main Contacts & Other Information

Main Contacts:
1. Director of Children's Services
2. School Improvement Partners
3. Haringey Heads of Service,
4. Social Worker Managers and Social Workers
5. Designated Teachers of Children in Care in Schools
6. Head Teachers
7. Third sector organisations and businesses.

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.
(Delete if not applicable)

Organisational Structure

Please provide organisation structure chart.

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
		Yes		
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.
If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	50%	Use of a computer.	Yes	50%
Audio typing.	No		Crisis or conflict situations.	Yes	5%
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	Yes	10%	Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Budgetholder for Virtual School finances
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes – Database of Looked After Children
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No