

Newcastle City Council

Job Description



- Post title:** Head Teacher – Virtual School
- Responsible to:** Service Manager – Access and Inclusion.
- Responsible for:** Direct Management of Education staff supporting LAC
- Grade:** Soulbury 10-13 + 3 SPAs
- Job purpose:** To lead the educational attainment of Looked after Children in line with legislative requirements and shared strategic vision.
- To promote education outcomes for all looked after children that includes, tracking, monitoring and supporting appropriate curriculum for Looked after Children in Newcastle mainstream schools or other provision.

Main responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

General

1. To establish, the electronic pupil performance systems necessary to the operation of a "Virtual School" for pupil performance management purposes (including attendance, exclusions, post-16 destinations).
2. To set targets for the achievement and attendance of Looked after Children, monitor progress towards those targets and report the outcomes to appropriate individuals and groups.
3. To manage the Looked After Education and Support Team and develop appropriate procedures for the deployment of the team. Ensure the team develop and maintain comprehensive records of pupils' progress and the team's interventions. Extend the team's capacity to analyse, question and appropriate use information and data to achieve best outcomes for looked after children.
4. To secure relevant education (pupil performance) input into the PEP process, giving this appropriate priority within the Looked After Education and Support Team.
5. To support and challenge schools to implement systems of monitoring, target setting and supporting the progress of Looked after Children, raising also the profile of Looked after Children in city schools and standards of achievement of LAC, while developing the understanding within schools how

attachment difficulties, trauma and loss affect children and young people's learning, behaviour and social and emotional development.

6. To implement changes in line with legislation including the Children and Families Act 2014.
7. To work closely with partners and develop comprehensive training packages to for school staff (especially designated teachers, head teachers), school governors, carers, social workers, elected members and others.
8. To develop the LA response to all Statutory Guidance on Looked after Children, in collaboration with the Service Manager, the Performance and Data Team and partner agencies.
9. To extend the work with other Local Authorities to develop appropriate support for Looked after Children in schools outside the Newcastle LA, including data transfer systems, in collaboration with the Performance and Data Team and partner agencies.
10. To identify and secure appropriate additional support from local authority services and external agencies.
11. To promote and implement the Council 's Equality Policy in all aspects of employment and service delivery.