**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Virtual School Extended Duties Lead Officer |
| Salary: | Greenbook G14 £52,805 - £56,070 |
| Grade: | G14 43-46 |
| Permanent / Temporary | Temporary |
| Hours: | 37 hours. We are open to discussions about flexible working. |
| Team: | Virtual School |
| Service Area: | Education |
| Team base: | Didcot Children and Families Centre. This is an agile role, including significant working from home and working from other OCC buildings. |
| Budget responsibility: | n/a |
| Responsible to: | Virtual School Headteacher |
| Responsible for: | n/a |
| Political Restricted Post: | Yes |

## Job Purpose

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| **About us** The Virtual School for Looked After Children (known as ‘Children We Care For’ in Oxfordshire) is a partner to all schools in being the most ambitious and aspirational corporate parents we can be. The Virtual School’s core duty is to promote the education of Children We Care For (CWCF). In addition, the Virtual School has extended strategic duties to promote the education of previously cared for children, children with a social worker and children in kinship care. The Virtual School team work closely with schools, social workers, carers and other professionals to ensure the best possible outcomes for the children and young people in our care. **About the role** We are seeking to recruit a Virtual School Extended Duties Lead Officer to support the Headteacher in proactively meeting the evolving duties of the Virtual School, particularly considering changes outlined in the Department for Education's ‘Keeping Children Safe, Helping Families Thrive’ policy paper. We are looking for someone who can start as soon as possible and undertake this role through to 31st December 2025. This role will involve spearheading key priorities within the school. Our goal is to ensure the best possible educational outcomes for our extended duty cohorts, which currently include previously cared for children, children with a social worker and children in kinship care.**About you** You will have an education background together with experience of strategic leadership, either within schools or within a Local Authority. You will have an excellent understanding of the needs of vulnerable learners. You will have excellent communication, teamworking and leadership skills. In return for your hard work and dedication, we can offer you the chance to be part of a strong, supportive, and passionate team. You will benefit from a variety of competitive employee rewards such as local government pension scheme, local and national discounts, and a culture of flexible working. |

## Job Responsibilities

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| This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake:* To support the Headteacher in meeting the evolving duties of the Virtual School, especially in response to the Department for Education's increased expectations.
* To ensure the effective implementation of policies and practices that support the educational outcomes of previously cared for children, children with a social worker, and children in kinship care.
* To work closely with colleagues within Children, Education and Families and from across the school-system at a strategic level to address barriers to engagement in education for previously cared for children, children with a social worker and children in kinship care.
* To be the Virtual School’s point of contact to respond to requests for advice and information for extended duties cohorts.
* To maintain an up-to-date roll of previously cared for children, children with a social worker and children in kinship care within the local authority and who attend Oxfordshire schools.
* To request and share data, as required, that enables the Headteacher of the Virtual School and key strategic partners to undertake intelligence-led strategic work that raises the attendance of extended duties cohorts in Oxfordshire.
* To produce written reports, as requested, relating to the Virtual School’s extended duties.
* To work in a trauma-informed, relational and restorative way to support positive outcomes for previously cared for children, children with a social worker and children in kinship care.
* To support in maintaining and developing our comprehensive training and support programmes for colleagues across the school-system to enhance their skills and knowledge in supporting all Virtual School cohorts.
* To contribute to internal and external communications to ensure clear, consistent and effective messaging related to our duties.
* To act as a liaison between the Virtual School, Local Authority teams, education settings, parents/carers and external agencies to foster strong partnerships and collaborative working relationships related to our extended duties.
* To lead on key priorities and initiatives that drive the school's mission to achieve the best possible educational outcomes for our extended duties cohorts.
* To represent the Virtual School in appropriate forums and networks.
* To contribute to the development of Oxfordshire Virtual School policies, procedures and practice through review, monitoring and self-evaluation.
* To ensure that all County Child Protection Policies are adhered to and concerns are raised in accordance with these policies.
* To update the Virtual School website, as appropriate.
* To undertake such duties relevant to the post as may be assigned by the Virtual School Headteacher.
* To participate in continued professional development, both team and personal, in line with supervision and appraisal agreements and service expectations
* To promote high standards of work and customer service in all matters connected with the work of the Children, Education and Families Directorate
* To demonstrate a commitment to working within an equal opportunities and Children’s Rights framework

**Special Conditions*** The post is countywide, access to a car is essential and you will need to hold a current, full driving licence which is valid for driving in the UK.
* The post is subject to an enhanced Disclosure and Barring Service (DBS) check.
* The post may require working outside of normal office hours.
* Under the provisions of the local government housing act 1999, the post is deemed to be politically restricted.

**For all staff** - You have specific responsibilities under Health & Safety legislation to ensure that you: * Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do
* Cooperate on all issues involving health and safety
* Use work items provided for you correctly, in accordance with training and instructions
* Do not interfere with or misuse anything provided for your health, safety or welfare
* Report any health and safety concerns to your line manager as soon as practicable
* Undertake any other duties as may be required by the director (or their representative) for Children, Young People and Families
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| --- | --- |
| Essential Criteria | Assessed By: |
| Qualifications* A degree in education or a related field
 | D |
| Knowledge* Comprehensive knowledge and understanding of relevant legislation and national guidance relating to the duties of Virtual Schools
* Good knowledge of current working practices in Social Care and understanding of how the care system can affect the life and educational chances of young people
* An expert knowledge of working with schools and settings
* Expert knowledge and experience in accessing and using relevant research, inspection and school self-evaluation evidence to justify key interventions at Local Authority, education setting and individual level
 | D / I / T |
| **Personal qualities:** * Reflective, resilient, tenacious and flexible
* ‘Can do’, problem solving approach
* Able to build trusting and influential relationships
* Positive and collaborative leader and team member
* Commitment to trauma-informed, relational and restorative ways of working
* Clear understanding of confidentiality and GDPR legislation
* Ability to work independently taking accountability of their work with minimal line management supervision
* Commitment to inclusion across all work with vulnerable children and their families
* Commitment to the child’s welfare being paramount
* Commitment to own personal and professional development
 | D / I / T |
| Skills* Able to meaningfully implement strategic decisions, policy and new legislation into operational practice
* Able to prioritise work, meet deadlines and utilise resources effectively across the team
* Able to engage in critical self-review and to enable others to do so in supervision.
* Able to make efficient and effective use of the range of skills and knowledge within the team
* Demonstrate a commitment to apply professional reflection as part of ongoing CPD to evidence learning from experience
* Ability to use systems leadership skills to influence partners within and outside the Local Authority in the development and delivery of strategy in relation to education of previously cared for children, children with a social worker and children in kinship care.
* Experience of co-producing policies/strategies with relevant stakeholders.
* Able to demonstrate a strong commitment to multi-agency working and working with partners, including schools/settings, Children’s Social Care and Health
* Inspire and motivate others, and work collaboratively and effectively with others to achieve team and organisational goals
* Able to communicate effectively in all the usual media with a wide range of audiences
* Able to maintain confidentiality and discretion
* Display a sound understanding of equality issues, respecting and valuing an individual’s diversity
* A flexible and resilient approach to planning, organising and prioritising a demanding workload, to maintain the delivery of multiple, competing short- and long-term objectives
* IT literate
* A high level of proficiency in Excel - specifically managing and analysing volumes of sensitive data using spreadsheet functionality with ease.
* Experience of using data systems and the ability to learn new systems quicky.
 | D / I / T |
| Experience* Excellent understanding of school-system and demonstrable impact in a strategic leadership role, either within schools or within a Local Authority
* Experience of leading/managing a team to support the delivery of both strategic and operational outcomes
* Experience of change management and service delivery improvement, supporting individuals through change and demonstrating the values and behaviours that are necessary to lead people through periods of change management
* Experience of measuring impact of service delivery
* Able to use spreadsheets and databases effectively
* Ability to work to time scales and follow process
* Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs
* Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults
 | D / I |
| Special requirements* Ability to travel in- and out-of-county to undertake duties, as appropriate
* Willingness to work flexibly and as a lone worker
 | I |
| Desirable Criteria | Assessed By: |
| Qualifications* Qualified Teacher Status
* A degree in education or a related field, followed by a postgraduate teaching qualification such as a PGCE / GTP / SCITT

Higher Degree; Masters degree; bachelor’s degree and qualification * NASENCO, NPQH, NPQSL or other national professional qualification
 | D |
| **Knowledge*** Comprehensive knowledge of current working practices in Social Care and understanding of how the care system can affect the life and educational chances of young people

Evidence of up-to-date knowledge and understanding of safeguarding requirements | D / I / T |
| **Experience:*** Significant experience in teaching and demonstrable impact in a senior leadership role, either within schools or within a Local Authority
 | D / I |
| **Special requirements:** * Satisfactory enhanced Disclosure and Barring Service Check
 | D |
| **Equal Opportunities:** * Demonstrable commitment to and understanding of the positive promotion of equality, valuing diversity and anti-discriminatory practice
 | D / I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [**Pre-employment checks**](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role are identified below (those ticked).

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| [ ]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [x]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [ ]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [ ]  | Working on/ or near a road | [ ]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [ ]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

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