

Job Description



Job Title: Virtual School Headteacher	Division: Education and Inclusion	
Directorate: Children and Young People	Post Number: From Oracle	Evaluation Number: LBN
Grade: School leadership scale	Date last updated: May 2024	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Overall purpose of role

The Virtual School Headteacher is a statutory and senior role within all Local Authorities. The role is to drive forward, at a strategic and operational level, the best possible educational and employment outcomes for children looked after and previously looked after, care leavers and children with a Social Worker.

As a member of the Educational Leadership Team (ELT), to work collaboratively with other management team colleagues and external stakeholders to achieve the Directorate service plans and priorities.

Accountabilities – Virtual School Headteacher

1. Provide inspirational and effective leadership and management of Newham's Virtual School. Lead and strategically manage the Virtual School team, including leadership of quality assurance, educational tracking and intervention, training and support.
2. Effectively deliver the priorities of the London Borough of Newham, so that agreed actions are implemented, monitored and evaluated to meet the local authority's duty and vision to improve outcomes for the children served by the Virtual School.
3. Ensure that advice and support is provided to schools, colleges and other partners and corporate parents.
4. Shine a light on the disadvantages that children can experience, including raising awareness of the impact of trauma on learning and development. Enhance partnerships between education, employment and training settings and local authorities. Help all agencies to hold high aspirations for children and young people. Support and challenge the work of school leaders and Designated Teachers.
5. Manage and supervise Virtual School Deputy Headteachers.
6. Promote outstanding practice that supports children and young people's engagement in education, employment and training. Recognise that attending and education, employment or training setting can be an important factor in helping to keep children and young people safe from harm.
7. Use data on benchmarking, predictions, targets and teacher assessments to measure progress and challenge underperformance of individuals and cohorts.
8. Develop policy and practice to ensure all children have an up to date personal education plan, which reflects each child's needs and sets aspirational targets.
9. Effectively manage the Virtual School budget.
10. Develop and implement practice on the effective use of the Pupil Premium Plus Grant to ensure it has an impact on educational outcomes.
11. Carry out detailed analysis of performance analysis to inform self-evaluation and support strategic planning.
12. Develop, sustain and embed productive relationships with senior leaders and professionals in Children's Social Care, schools and other agencies.
13. Keep and maintain records, contributing to monitoring and evaluation of service delivery. Write Virtual School Annual Report, as required by statutory duty, outlining the progress and attainment of children and young people and the work and priorities of the Virtual School

14. Work in partnership with fellow members of Education Leadership Team, contributing to service plan as member of Extended Leadership Team.
15. Attend Pan London Heads of Virtual School meetings and actively participate in developing regional agreements and protocols that enhance the coherence and effectiveness of the wider system.
16. Undertake any other duties commensurate with level of the post, as required to ensure the efficient and effective running of the service area.

Person Specification

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Accountable to:	Director of Education and Inclusion	

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CRITERIA	METHOD OF ASSESSMENT
QUALIFICATIONS	
Qualified teacher status and registration with TRA (essential).	Application form/Certificate
Evidence of relevant continuing professional/development (essential).	Application form/Certificate
Postgraduate qualification in a related field (desirable).	Application form/Certificate

Essential

Application form/ Interview

Application form / Interview

Application form / Interview

Application form / Interview

Application form / Interview

Application form / Interview

Application form / Interview

Application form / Interview

Thorough understanding of SEND code of practice (0-25).

Application form / Interview

Application form / Interview

Application form / Interview

Application form / Interview

Application form / Interview

Application form / Interview

SKILLS AND ABILITIES:	
Essential Ability to plan and work towards a long term strategic vision and translate that vision into strategic and operational plans. Ability to listen and respond sensitively to the needs of the community and structure the service around the needs of customers. Ability to build effective and productive working relationships with colleagues. Ability to manage, lead and motivate staff and foster their development. To relate and work with people at all levels Desirable Ability to contribute to corporate projects on behalf of the Service.	 Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

OTHER SPECIAL REQUIREMENTS

This post is subject to an enhanced DBS check.

Politically Restricted Posts

The Local Government & Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub committee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.

Satisfactory clearance at conditional offer stage

Application Form/Interview