Job Description and Person Specification

Virtual School Advisor

Enabling prosperity and wellbeing for all

Cheshire East Council

Job Title: **Virtual School Advisor**
Reference: **JAJB4379**
Service: **Virtual School**
Grade: **10**
Reports to: **Head of Virtual School**
Location: **Delamere House, Crewe**
DBS: **Yes - Enhanced**

Your job

To work with Cared for Children/Care Leavers, their carers, schools and other agencies to ensure that the young people are effectively supported in their early years and compulsory education. This support role will help to co-ordinate a range of resources which enables the young people to fulfil their potential, maximise their achievements and ensure that the young people do not become NEET.

Improve outcomes for children and young people who are cared for or care leavers by raising aspirations and through provision of appropriate support and information to the young people themselves, those who work directly with them and those who provide education, training and provision of appropriate support and challenge to employment for them.

Our shared values

Here at Cheshire East Council, we have a clear set of values:

- **Drive**: striving for innovation, excellence and high performance.
- **Integrity**: acting ethically, being accountable and fostering trust.
- **Respect**: demonstrating empathy and appreciation for others, being inclusive.
- **Collaboration**: working and learning together with a focus on outcomes.

Co-produced with our staff, these value are critical to us achieving our vision as set out in the Cheshire East Plan. It is important you take some time to understand our values and how you can bring these to life in your day-to-day work.

Further information on the values can also be found via the link Our values.

In this job you will

1. Raise awareness of the transitional needs of cared for young people by working alongside social workers and personal advisors to ensure that all children and young people have a clear and appropriate pathway into education, training and/or employment and that this is accurately recorded in the Personal Education Plan.
2. Lead on identifying bespoke education programmes for cared for children and young people and care leavers where there is no suitable provision, by exploring options, calculating costs and making arrangement when plans have been approved.
3. Monitor progress and attendance of children and young people, celebrating successes and identifying areas of concern and then working as part of a multi-agency team to address these.
4. Co-ordinate network of education providers, identifying training needs and promoting continuous improvement in the provision available for cared for young people and care leavers and support the development of improved working between providers and other partner agencies, especially those in social care.
5. Maintain accurate records of outcomes and destinations for children and young people, including summary reports and case studies which show the impact of provision.
6. Assist in planning and delivery of training for foster carers, social workers and personal assistants to ensure they have a thorough understanding of the educational options available and how these can be accessed.

The job holder may be required at any time to undertake any work up to and/or at a level consistent with existing responsibilities. These tasks may be at any location in Cheshire East, to ensure the effective deployment of labour, materials, transport and equipment to meet daily service requirements.

In this job you will need

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	Post graduate qualification relating to education of children or young people	Degree, or equivalent qualification, in an education related field	Application form Certificates Interview
Experience		Significant experience of supporting young people through education Experience of developing bespoke learning programmes Experience of developing, implementing and evaluation of new programmes Record of leading networks and providing training Experience of working with a range of children and families services	
Technical, Specialist or Job -Related Knowledge	Knowledge of political structure of Council and Children's Services Corporate business priorities linked to Local Authority statutory requirements	Detailed and up to date understanding of curriculum structure and assessment framework Understanding of all statutory and legislative requirement relevant to role (e.g.	Application form Certificates Interview

Artificial Intelligence (AI)

We embrace AI to enhance our operations and to innovate our services. However, we value human talent and are looking for passionate individuals to join our organisation. Please ensure you personally complete your application and read all the instructions carefully to maximise your chances of success.

Applications that rely too heavily on AI may be rejected during shortlisting, however we understand that AI may be used as a reasonable adjustment, if using AI to support your application, please give a brief explanation why to help ensure fair selection process.

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		Children Act 1989; Children and Families Act 2014; Care Planning, Placement and Case Review (England) Regulations 2010) Record of leading networks and providing training Understanding of Council structure and corporate priorities	
Theories, Techniques, Concepts			
Procedures, Policies, Legislation, Organisational Structures			
Skills and Aptitudes ***(e.g. Operation of Equipment and Machinery, Languages, inc. Foreign and Sign Language)***	Experience in leading teams and supporting other staff Experience of presenting reports and providing training Familiar with other IT programmes such as Liquid Logic	Ability to act as part of a multi-agency team, leading when appropriate Excellent communication skills, able give clear messages to a variety of audiences, including non-specialists, via face-to-face meetings, phone or email Ability to prepare both high level and detailed	Application form Certificates Interview

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CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		reports for a variety of stakeholders, including non-specialists Able to make assessments and draw conclusions based on assessment criteria Developed influencing, persuasive and negotiation skills Ability to produce detailed and accurate reports using a variety of IT Microsoft Office programmes and specialist applications Able to analyse data and draw conclusions, identify patterns and trends Ability to act as part of a multi-agency team, taking the lead when appropriate	
Other Requirements		Friendly, adaptable and able to work as part of a team Ability to manage own time, prioritising work and able to work to tight deadlines Tenacity and attention to detail Able to manage sensitive and confidential	Application form Certificates Interview

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CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
		information in an appropriate way Willingness and ability to travel throughout the borough	

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