

Job Description and Person Specification

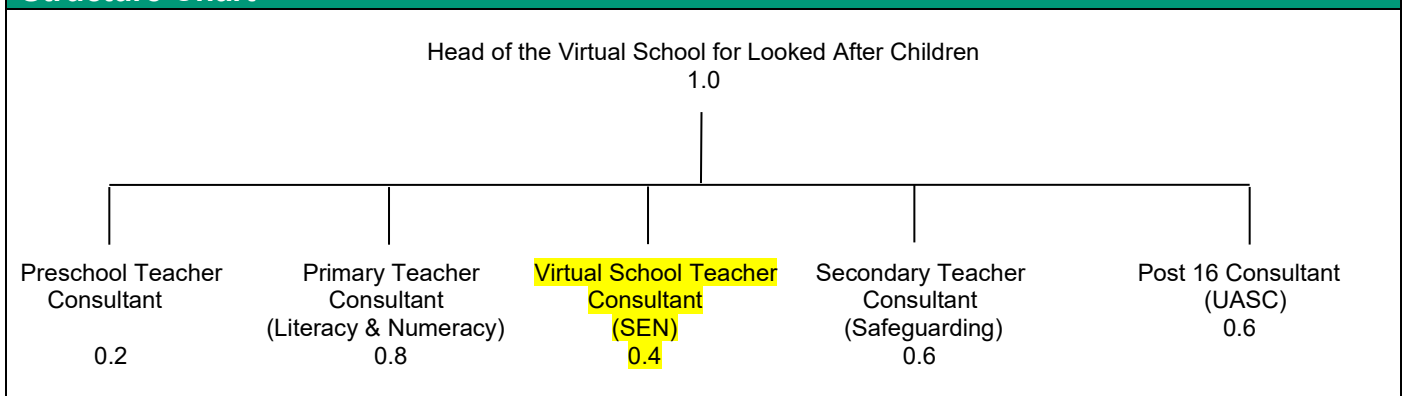
Job title:	Virtual School Teacher Consultant (SEN Lead)
Directorate:	People
Service:	Education
Team:	Virtual School
Post number:	04136
Salary grade:	Teachers Pay and Conditions + TLR (to suitably qualified applicant)
Work location:	West Street House
Reports to:	Robin Douglas (Virtual School Headteacher)
Supervises:	N/A

Job Purpose

The overall aim of the post is to improve the educational outcomes of Children and Young People in Care.

- Chairing and recording Personal Education Plans (PEPs) for children and young people in care who have EHCP plans
- Attending PEP meetings both in and outside the West Berkshire area
- Providing advice and support to schools, social workers, foster carers and parents on issues relating to SEN
- Monitoring progress through PEPs to ensure children are making good progress
- Challenging schools where progress is not acceptable
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Structure Chart



Main Duties and Responsibilities

- To work with schools and social workers to help them meet the educational needs of children in care.
- To chair and record Personal Education Plans for children in care both in and outside the West Berkshire area
- To provide advice to school based staff on behaviour programmes and pastoral support programmes, working alongside other services, including the Behaviour Support and Learning Support Teams.
- To promote good communication and positive partnerships between children, parents, carers, schools and relevant local authority staff.
- To help with the reintegration of children in to school who have been out of school for any reason, ensuring appropriate support is provided.
- To assist in the collection and interpretation of data on children in care with EHCPs and to produce reports as required for the Multi Agency Life Chances Team, Senior Management Team or Elected Members.
- Using SEN experience to offer support and advice to teachers, carers and social services staff with the aim of improving attendance, reducing exclusions and promoting the achievement of potential.
- Promote equality as an integral part of the role, treating everyone with fairness and dignity.
- Comply with WBC health and safety policies, procedures and rules, taking reasonable care of self and others.
- Adhere to the standards set out in the WBC competency framework.
- This job description will be reviewed from time to time as part of the Personal and Professional development programme.
- To undertake such other duties as the Virtual School Head and/or Corporate Director may from time to time determine.

Scope (impact on/control of resources, people, money etc)

n/a

Person Specification		
Qualifications	Essential/ Desirable	Internal use only
PGCE / QTS	E	1
Degree Level Qualification	E	2
A Level Qualifications or Vocational Equivalents	E	3
SEN qualification	D	1
SENCO qualification	D	2
Experience		
Understanding of the SEN code of practice	E	1
Supporting families of vulnerable children, particularly children and young people who are care experienced	D	1
Working with children with additional needs and/or disability	E	2
Supporting and advising schools on issues relating to vulnerable children	D	2
Working in a multi-agency environment	D	3
Chairing meetings in an education context	E	3
Knowledge and understanding		
Knowledge of attachment difficulties and how they present in the classroom	D	1
Knowledge of the legal framework covering children in care, adoption, special guardianship and care arrangements orders	D	2
Knowledge of issues faced by children and young people who are care experienced	E	1
Knowledge of the school system, including admissions, exclusions and SEN	E	2
Skills and abilities		
Ability to use Outlook, and a web browser to access information	E	1
Basic ability to use Microsoft Office (Word, Excel, PowerPoint etc)	E	2
Ability to drive with access to a car	E	3
Strong interpersonal skills	E	4
Ability to work with a variety of stakeholders	E	5
Resilience	E	6
Work-related personal qualities		
Prompt	E	1
Team player	E	2
Assertive, when required	E	3
Other work-related requirements		
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2017; the requirement to fulfil all spoken aspects of the role with confidence in English applies.	E	1
Enhanced DBS check with relevant barred list/s	Yes	n/a
Is this post politically restricted?	No	n/a
Driving License and access to a car for business use	E	2