



TRAFFORD
COUNCIL

Virtual School Deputy Head (SEN, SLAs, Previously Looked After Children and Children in Need)

Service:	Virtual School
Grade:	Band 11
Reporting to:	Virtual School Head
Responsible for:	Previously Looked After Children and Children in Need Lead, SEND Lead, Wellbeing Lead and managing SLAs with various agencies

About Us

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

About the Role

This Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'About You' section explores what qualifications, experience, skills and knowledge you will need for the role.

We are a values based organisation and you will need to reflect our values, as well as the requirements in 'About You' in your application.

Your Main Priorities

- Providing strategic leadership for SEND, Previously Looked After Children and Children in Need and manage Service Level Agreements with outside agencies such as Connexions, SALT and Educational Psychology.
- Supporting the Virtual School Head in ensuring that Trafford Council fulfils its statutory duties in promoting the education of looked after children, previously looked after children and children in need.
- Representing the Virtual School Head at strategic meetings and in management of the Virtual School team.

Key Duties

- Taking a strategic leadership role within Virtual School and the EHC Team by supporting colleagues, monitoring quality and ensuring compliance with the Children and Families Act 2014 and the SEND Code of Practice (2014).
- Provide professional guidance and supporting with arrangements associated with the identification, information gathering, assessment, provision, and review and monitoring for looked after children, previously looked after children and children in need with special educational needs.
- Provide strong leadership and direction and ensure the effective performance management, motivation and development of staff.
- Leading and managing a team of specialists including those employed through SLAs, helping to ensure that they are able to carry out their duties successfully, including providing professional supervision and caseload supervision as appropriate in line with relevant guidance.
- Offering clear advice and support to Virtual School colleagues in cases of looked after children who have EHC Plans or where plans are in process.

- Liaising positively with parents, carers, children and young people and professionals across a range of services in the development, implementation and review of high quality EHC Plans, and take a lead role in ensuring that children's plans work together effectively to promote the best outcomes for them (e.g. EHCP, PEP, Care Plan, Pathway Plan).
- Providing professional advice and support to colleagues, schools, colleges, other providers, children and young people and parents on general matters relating to special educational needs and the needs of looked after children, previously looked after children and children in need.
- Attending the SEN Panel within Trafford and other Local Authorities to ensure efficient information sharing and seamless processes.
- Leading the strategic delivery of the Children and Families Act 2014 and the SEND Code of Practice (2014) for the Local Authority with regard to looked after children, previously looked after children and children in need.
- Offering guidance and support to the EHC Team in the execution of their duties with regard to looked after children, previously looked after children and children in need.
- Offering advice, information and guidance to children, young people, parents, carers, agencies and others on all matters relating to SEN for children and young people 0-25 years who are looked after children, previously looked after children and children in need.
- Building positive and collaborative working relationships with all associated agencies (schools, social care, health, adult services etc.).
- Having strategic oversight over the procedure for looked after children, previously looked after children and children in need who require a complex or high cost EHC Plan in accordance with the approach outlined in the Code of Practice.
- Supporting the Virtual School Head in developing, implementing and monitoring effective financial management arrangements in the service and to approve payments from various budgets totalling over £1 million.
- Developing effective monitoring of progress and review of children and young people's outcomes with Education, Health and Care Plans.
- Supporting appropriate and effective information sharing, and ensuring compliance with the Data Protection Act.
- Participating in continuing professional development and regular team meetings.
- Developing effective contracting and monitoring arrangements for school, college or similar placements in the independent sector.
- Contributing to supporting and training schools and Special Educational Needs Co-ordinators (SENCOs) and others regarding Education, Health and Care assessments and plans and the Code of Practice in conjunction with the Inclusion Adviser.
- Undertaking any other duties commensurate with the post.

About You

Qualifications and Professional Development

- Graduate with Qualified teacher status
- National Award for Special Educational Needs Co-ordination (Post Graduate Certificate)
- Leadership training or willingness to undertake leadership training
- Evidence of continuing professional development and a range of relevant courses related to the education of vulnerable children

Experience and Knowledge

- Significant teaching experience at Primary or Secondary level
- Experience of supporting vulnerable children including Looked after Children in education settings
- SENDCO or similar experience of working with or supporting meeting needs of children and young people with special educational needs
- Experience of leading and motivating staff to high performance
- Experience of assessment and planning
- Experience of budget monitoring and accountability
- Experience of working in partnership to deliver change, projects and initiatives on time and to budget
- Experience of working with children, young people, parents and carers
- Experience of delivering training to a range of staff, governors and other audiences
- Excellent knowledge and understanding of children and young people with special educational needs and disabilities and of the needs of looked after and previously looked after children
- Knowledge of the Children and Families Act 2014 and the SEND Code of Practice (2014)
- A comprehensive knowledge of the legislation and national guidance relating to the education and care of looked after children
- Knowledge and understanding of schools, early years settings, Colleges etc.

Skills and abilities

- Ability to communicate positively and effectively with a wide range of people, including the ability to negotiate with and influence others
- Highly developed verbal and written communication skills, including conflict management skills
- Ability to provide inclusive and authentic leadership, empowering colleagues
- Excellent organisational skills
- Analytical skills and the ability to make sound judgements
- Ability to manage time efficiently, prioritise work and meet deadlines
- Ability to work independently using initiative and expertise to plan, develop and implement strategies
- Innovative, strategic and critical thinking
- Ability to critically review ways of working, systems and processes and implement change
- Ability to support and challenge schools, colleges and other settings
- Ability to analyse complex data sets and present coherent reports to colleagues and senior officers
- Ability to use information systems for management purposes
- Ability to work collaboratively with multi-professional colleagues
- Ability to relate well to Head Teachers, Senior Managers within the Local Authority, parents, carers, children and young people

Special Conditions

- DBS required
- Car User

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Prepared/revised by: LB/RP/CH

Version Control:

Version No.	Date	Description
V1	17.9.21	New

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.