

Role Profile

Part A - Grade & Structure Information

Job Family Code	13CLES	Role Title	Education Manager of Looked After Children (LAC)
Grade	PS13	Reports to (role title)	Head of Virtual School
		Directorate	Children, Families, Learning and Communities
JE Band	614-734	Service	Corporate Parenting
		Team	Surrey Virtual School
		Date Role Profile was created	Nov-18

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	<div>1. Work with the Head of Surrey Virtual School (SVS) to develop and implement a clear strategy to improve educational outcomes for Surrey’s looked after children, reflecting local, regional and national priorities, legislation and good practice, and routinely evaluate outcomes and report on impact. Ensure that the day-to-day work of the SVS Advisory Team is effective and making a positive impact on the educational outcomes for Surrey's looked after children.</div> <div>2. Work closely with Social Care teams and school Designated Teachers to ensure timely completion of high-quality PEPs that have SMART learning targets, thereby ensuring that every looked after child has an appropriate educational placement and a high-quality Personal Education Plan (PEP) that reflects their needs and promotes a step change in their educational outcomes.</div> <div>3. Oversee and contribute to the Personal Education Plan (PEP) quality assurance model and moderation process leading to improved quality of PEPs.</div> <div>4. Ensure that the Pupil Premium is used to maximise the progress of each child and it has impact.</div> <div>5. Drive up the performance of schools, and provide a necessary level of challenge and support in relation to all Surrey looked after children, including ensuring the effective monitoring of attendance, admissions, progress, attainment and exclusions.</div> <div>6. Keep up to date with developments in Virtual School best practice and the attainment of LAC to ensure the service performs effectively and to the highest standards. Represent the Council at relevant local, regional and national meetings and events.</div> <div>7. Manage and lead staff, including performance management as agreed with the Headteacher to achieve high performance and effective operational delivery, including developing and improving staff capability.</div> <div>8. Lead the delivery of frontline services supporting looked after children to ensure they achieve their potential through a flexible team around the child approach.</div> <div>9. Develop, lead and manage the Education Support Workers providing a range of educational services supporting learners, ensuring children can go to school locally, stay in school and succeed in school by accessing the right support at the right time.</div> <div>10. Develop and deliver training for all key stakeholders.</div>
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Work Context	<p>Each Manager will take professional responsibility for specialist areas.</p> <p>The three areas are:</p> <p>1) Inclusion and Previously Looked After Children- Providing a strategic lead, professional performance management and oversight including children missing education, new to care, attendance and exclusion, children with disabilities, alternative education/provision, workforce and service planning, staff management / CPD / curriculum development and delivery and providing advice and support for previously looked after children</p> <p>2) Progress and Attainment-Providing a strategic lead, professional performance management and oversight including the progress and attainment of all looked after children, quality of the Personal Education Plans, use and impact of Pupil Premium, production of progress and attainment reports on all year groups and managing the use of data</p> <p>3) Unaccompanied Asylum Seeking Children, Post 16 and communication- Providing a strategic lead, professional performance management and oversight of all UASC and Post 16 pupils, managing partnership opportunities with colleges and universities, managing and maintaining the website, managing communication through regular bulletins, emails and webinars</p> <p>The Managers will instil, in all of their direct reports, an ethos of personal accountability in providing high quality services and improving the lives of all looked after children. They forge positive and beneficial relationships with partners (such as social workers, IROs, parents/carers, foster carers, schools, health services, police, voluntary organisations and districts and boroughs) to ensure the integrated delivery of services and work innovatively to create efficiencies of scale and pool resources in order to maximise the use of public funds.</p>
Line management responsibility if applicable	Line management of a small team of professionally qualified staff.
Budget responsibility if applicable	Ensuring appropriate use and impact of Pupil Premium
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<p>Planning & Organising</p> <ul style="list-style-type: none"> • Develop and ensure implementation of operational plans and play a key role in the formulation of strategic longer term plans for the area to fit broader functional and organisational strategy. • Lead major projects and reviews and represent the business area in internal and/or external initiatives to enhance reputation and service delivery. • Drive change and embed new ways of working to ensure high quality service delivery and value for money. <p>Policy & Compliance</p> <ul style="list-style-type: none"> • Ensure legal, regulatory and policy compliance of relevant schemes/ initiatives. • Contribute significantly to and where appropriate lead the development of practical strategies, works programmes and service improvement in own area of specialism and monitor and control their implementation to manage and mitigate risks. <p>Work with others</p> <ul style="list-style-type: none"> • Manage a group of staff across a function/service, or as a significant part of a wide function to ensure all relevant annual targets and goals are delivered within budgetary/resource constraints. • Lead, motivate and develop individuals using a coaching approach, to better meet current and future requirements. • Liaise internally and externally at senior levels to ensure the department/service issues are appropriately represented and acted upon. • Work with managers, service representatives and partners to identify and apply cost effective means of delivering improvements to business processes and strategies.

	<p>Resources</p> <ul style="list-style-type: none">• Manage allocated budget/resources/funding effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.• Contribute to resource and budget planning within own area. <p>Analysis, Reporting & Documentation</p> <ul style="list-style-type: none">• Identify issues and trends that may have an impact in their area of responsibility to enable appropriate action to be taken.• Lead the development of policy in own area of specialism, contributing to the delivery of organisational objectives. <p>Duties for all</p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, Safety & Welfare: To be responsible for ensuring health & safety policies, procedures and legislation are implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p> <p>The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications.</p> <p>Contribute to and influence children’s learning and personal development.</p> <p>To have regard to and comply with safeguarding policy and procedures.</p>
<p>Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics</p>	<ul style="list-style-type: none">• Degree or equivalent professional qualification plus substantial experience at a senior management level in a specialist area in a demanding business environment.• Extensive knowledge of the principles of change management, project management and continuous improvement, and their practical application.• Authoritative knowledge of the work practices, processes and procedures relevant to the role including broader sector/commercial awareness.• Proven ability to manage budgets and available resources to deliver effective support to their area of responsibility.• Strong written and oral communication and interpersonal skills with high level negotiation and influencing skills, and the ability to work collaboratively with internal and external partners/professionals.• Comprehensive knowledge of computerised business systems.• Proven ability to inspire and motivate others.• Advanced problem solving and analytical skills with the capacity to devise and implement innovative solutions for strategic change.• Proven ability to assess risks and benefits in a complex environment and respond appropriately.• Substantial experience in successful leading, motivating, coaching, mentoring and developing staff.

Details of the specific qualifications and/or experience if required for the role in line with the above description	<ul style="list-style-type: none">• Appropriate Teaching Qualification (Qualified Teacher Status) and experience of working in the education sector• Professional qualification and or proven experience in one of the three fields set out in the work context above.• Detailed knowledge of the current education landscape and government policy and initiatives.• Knowledge of inclusive teaching practice.• Knowledge of legislative framework relating to looked after children, education and schools, behaviour management, exclusions, attendance, short stay schools and alternative education.• Direct knowledge of the operation and management of early years, primary and secondary schools, short stay schools and colleges.• In depth knowledge of alternative education curriculum.• Ability to develop and sustain a service improvement plan relating to improved outcomes for looked after children.• Ability to establish and maintain professional credibility with a range of staff, agencies and members, governors, carers, foster carers, and pupils.• Experience of working in a school/education setting working with vulnerable pupils, including looked after children and previously looked after children• Experience of working at a senior strategic level with Headteachers and partner agencies.• Experience of managing specialist staff in an education field• Experience of training and coaching staff• Ability to travel to support the needs of the looked after child
Role Summary	<p>Roles at this level are substantial management roles, they are either managing a multi functional support service within one of the organisation's service areas, or coordinating a specific business development or advisory area.</p> <p>This may involve significant coordination of complex or diverse services, e.g. leading business support services to professional teams, or coordinating teams carrying out specialist advisory or administrative services. More specialised roles will require a full understanding of a professional or specialised field and will work with those both inside and outside the organisation, to influence the development of services or delivery of specific projects or organisational objectives. Their work includes developing and implementing operational plans and contributing to the longer term plans for the area in line with organisations strategy. They will provide overall guidance to more junior managers in terms of planning, service standards and resources which underpin service level agreements. They work closely with customers, staff, agencies and/or contractors to ensure that the services meet and exceed expectations. Roles at this level require extensive management experience and high level expertise. They exercise a significant degree of flexibility and independence for decision making within their particular functional area, working to broad parameters and policy guidance. Roles at this level are accountable for the professionalism of service delivery under their remit.</p>

