

Title Team Manager - Assistant Head of the Virtual School	Department Children and Families Services Education, Learning & Skills Division Psychology Services- Soulbury 11-13	Post Ref.
Job Purpose <ul style="list-style-type: none"> • To provide leadership and accountability for ensuring the educational success of Nottinghamshire's Looked after Children (referred to here as 'Our Children'), and other related vulnerable groups. • To ensure that Our Children are a priority and that schools and other key partners are appropriately challenged and supported to secure educational provision which enables Our Children to make at least good progress. • To manage a team of Achievement Officers and the Virtual School's Data Officer to meet the required service standards, in line with the Virtual School's Annual Report & Development Plan, the County's Looked After Children and Care Leavers Strategy, and associated standards within the Education Learning and Skills division. 		
Key Responsibilities <ol style="list-style-type: none"> 1. Personally, and through team members to deliver the targets set down in the Virtual School's plan, and in the wider plans of the Education, Learning & Skills division. 2. To resolve any service delivery issues within available resources 3. To ensure that the key responsibilities of the Virtual School's Achievement Officers, as described in their job description, are met. 4. To improve the performance of staff under your line management by maintaining communication with staff and providing the appropriate support and guidance. 5. To improve customer satisfaction levels for the service. 	Key Accountabilities <ol style="list-style-type: none"> 1. For meeting specified service targets within agreed resources 2. For providing effective six-weekly supervision to members of the team, and for carrying out their Employee Performance & Development Reviews (EPDR) 3. For the effective management and deployment of an identified budget 4. For alerting the Group Manager (Head of the Virtual School) of issues that could affect performance 5. For ensuring that the Virtual School's Annual review and Development Plan is current 	

<p>6. To act as a professional exemplar at all times.</p> <p>7. To deploy and manage assigned budgets and to take corrective action where appropriate in liaison with the Group Manager, Psychology Services (Head of the Virtual School).</p> <p>8. To build positive relationships with other staff and colleagues.</p> <p>9. To inform the Group Manager, Psychology Services (Head of the Virtual School) of any changes in the operational environment including customer satisfaction issues.</p>	<p>6. For ensuring that there is strong partnership working with colleagues from related services, and clear processes for ensuring that the work of the Virtual School and of these other services is effectively coordinated.</p>
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification

<i>Education and Knowledge</i>	<i>Personal skills and general competencies</i>
<ol style="list-style-type: none"> 1. Degree level qualification, or equivalent, in a relevant area (e.g. Education, Child Development, Psychology etc.) 2. Evidence of recent and relevant continuous professional development. 3. Knowledge and understanding of the main issues affecting the education of children and young people in and on the edge of Care. 4. Knowledge of the principles and practice of: <ul style="list-style-type: none"> - effective people management; - excellent customer service; - appropriate risk management including the safeguarding agenda - budget management 	<ol style="list-style-type: none"> 1. Able to demonstrate the ability to lead the team effectively, including creating team cohesiveness and wellbeing, collaborative practices, and achieving outcomes. 2. Able to provide direct line management supervision, including support and challenge around professional development, competency, and attendance management. 3. Able to demonstrate strategic leadership, including identifying issues that could impact on service delivery as well as options to mitigate these issues.

<ul style="list-style-type: none"> - Inclusive educational provision and practice, particularly in relation to attendance, behaviour and social and emotional difficulties 	<ol style="list-style-type: none"> 4. Strong interpersonal skills and the ability to establish effective professional relationships, to respect and influence the ideas and practice of others.
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Minimum 5 years' relevant experience working within the area of education, child psychology or children's social care. 2. Experience of successfully leading collaborative group work with a range of professionals in a relevant area. 3. Experience of supporting other adults in challenging or emotional situations 	<ol style="list-style-type: none"> 5. Ability to consult with, model, coach and mentor others in the development of strength-based practice. 6. Ability to think, present and communicate effectively and creatively within tight timelines and to use ICT processes efficiently as part of day to day routines. 7. Able to ensure that staff are deployed as efficiently and effectively as possible, in line with customers' needs, changing priorities, national changes and performance levels.
<p><i>Role Dimensions</i></p> <ol style="list-style-type: none"> 1. To represent the Virtual School and the Psychology Services Group on: <ul style="list-style-type: none"> - The Vulnerable Children's Education Committee (VCEC). - The Education Other Than at School (EOTAS) monitoring group. - The Request for Specialist Education Placements (RSEP) meeting. - The LAC Scrutiny Panel. - The East Midlands Virtual Schools Group (EMVSG). 2. To provide close monitoring oversight of the use of Pupil Premium Plus 3. To be the responsible officer for agreeing exceptional spend where this is necessary to enable and support the school placement of Our Children 4. To provide direct line management to the five Achievement Officers and to the Virtual School's Data Officer 5. To report to the Group Manager, Psychology Services (Head of the Virtual School) 	

Date: February 2021

February 2021 Assistant Head of the Virtual School