

Context statement

To accompany job description and person specification when required

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Job title: Inclusion Lead (Virtual School)

Directorate/Service/Team: Children's Services – Education and Early Help

Organisation Structure

Reporting to: Team Manager Virtual School

Responsibility for:

The Virtual School supports the delivery of successful learning and achievement outcomes and positive educational experiences of Children in Care, Children Previously Looked After, children with a Social Worker and children with kinship care arrangements.

We champion the needs of our children, promoting their continued attendance in schools and education & training and ensure that all children have the opportunity to achieve.

Context of Work

- This role has the core function of working within the Virtual School with schools and settings to improve their provision for children and young people with a Social Worker and children with kinship care arrangements.
- To work with the Team Manager and wider Virtual School team, to ensure that appropriate arrangements for the education of children with a Social Worker are in place and that children are making good progress, have good attendance and good outcomes.
- Team and distributed working is essential for this role and the postholder will be required to work with a wide range of professionals in a collaborative and supportive way
- Monitoring and tracking of children will be an essential part of the role and the post holder will need to work closely with others who hold cases such as social care colleagues
- Provide external agencies with a contact point in relation to processes and queries relating to the education of children with a Social Worker and children with kinship care arrangements.
- Identify implications and resource requirements for the provision for children with a Social Worker which will impact on wider parts of the council, working with locality teams to support the education provision for our children.
- Follow Children's Services Practice Standards with regards to maintaining meticulous high-quality electronic records of contact and case management
- Work with the Team Manager and others in the locality and central team to ensure that complex cases are managed well
- The postholder will be required to track and monitor all children with a Social Worker who are not in education in order that we can ensure their well-being and safety, and to ensure that they do not fall behind their peers in attainment
- Where children are at risk of school exclusion, the role of this postholder will be to work with the school and with a range of colleagues within the locality to avoid exclusion – this may involve co-ordinating an early help or contextual safeguarding package, or with recommending modifications to the learning environment in the school with input from educational psychologists or teaching staff in the locality.



- Where children have been subject to an exclusion, or where they are unable to attend school for health reasons, the postholder will need to support locality Inclusion Leads to consult with schools to identify individual needs so that a suitable alternative provision package can be brokered
- The postholder will have a specific responsibility to support locality Inclusion Leads to directly deliver work with children where attendance is an issue, and with children whose parents have elected to home educate them
- The role has direct and regular links to schools, settings and locality teams and acts as a high-level support in the system, enabling schools to address the needs of children with a Social Worker and children with kinship care arrangements.
- Ensure that key transition points for all children are managed effectively and appropriately

Travel Requirement

This position has a significant travel requirement. This means that there is a requirement for a vehicle (or transport deemed to be suitable by the county council) to be available on most working days to carry out normal duties. Employees in positions with a significant travel requirement are required to provide a replacement vehicle if their usual vehicle is not available over an extended period.

Other information

The purpose of Education and Learning is to lead and enable the effective delivery of services within the County in respect of the educational and learning provision for children and young people. This is to ensure local needs and requirements are met and to achieve tangible improvements in outcomes for young people. The delivery and accountability for statutory functions are at the heart of this area of work.

This post requires a current DBS clearance

Context statement prepared by:			
Manager	Jo Smark-Richards	Date	28/05/2024