

 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
			711381
Job Title	Virtual School Education Coordinator		
Service	Children's Services	Education & SEND	Virtual School
Location	Shute End / Remote Working		
Reports to	Virtual School Head/Deputy Headteacher		
Grade:	Type of position:	Hours per Week:	
5	0.7 Term time only until 31 st March 2027 - Part Time, Term Time only	30	
This job description has been designed to indicate the general nature and level of work performed by employees within this post. It is not designed to contain or be interpreted as an inventory of all duties, responsibilities and outputs required of employees assigned to the role.			
<u>Service Purpose</u>			
Wokingham Virtual School works closely with Social Care and Schools to champion the education of all Care Experienced children and young people. In line with Corporate Parenting Responsibilities the commitment is to provide support for the children we care for and care leavers which would be good enough for our own children. The ambition is for Children and Young People to achieve and transition with confidence to adulthood. The Virtual School is established to support the delivery of successful learning and achievement outcomes and positive educational experiences for all children and young people (C+YP) on roll, including Children in Care / Care Leavers / Previously Looked After Children. The Virtual School also manages the distribution, spend and impact of the Pupil Premium Plus grant to reduce the gap in attainment. The Virtual School provides advice, guidance, challenge and support for all stakeholders around the education of Children in Care, as well as providing training for Designated Teachers, Social Workers and Foster Carers. The Virtual School also holds strategic responsibility for improving educational outcomes for children with a social worker.			

General Description of the job

The Virtual School Education Coordinator will support the statutory duties of the Virtual School by training social workers, Designated Teachers and foster carers on ePEP and around the roles and responsibilities of the key stakeholders for Children in Care. To organise, develop and contribute to the delivery of other training as needed (including eLearning).

The Education Coordinator will take the lead in Virtual School Communications. This means the post holder will organise the annual Virtual School conference for a range of stakeholders. They will also design and distribute key communications to social workers, schools, foster carers, external suppliers – including monthly briefings and newsletters as appropriate. The Education Coordinator will also take ownership of the WVS website and social media – including design, maintenance and regular updates to incorporate to-to-date advice, information and guidance.

The Education Coordinator will provide support for maintaining accurate child records and confidential data within the systems of the Virtual School including the school roll, ePEP, tuition and other online learning platforms. The post holder will oversee current resources in place for value for money alongside the Virtual Head and liaise with the contracts team. They will process invoices and update financial records in an accurate and timely fashion, liaising with Finance and Business Services on a regular basis. They will be the named Credit Card holder and follow all processes as required.



Organisation Chart

Assistant Director Education and SEND



Virtual School Head



Virtual School Deputy Head



Education Coordinator

Main Accountabilities of the post

1	Be aspirational for the educational attainment, outcomes and experiences for all children and young people (C+YP) in the care of the LA whether placed in or out of borough thus contributing to their positive learning outcomes and destinations.
2	Support the Virtual Head in driving forward cultural, workforce and other changes necessary to ensure services cohere around children and young people's needs and secure improved outcomes.
3	Contribute to the development and delivery of training for all stakeholders and sharing good practice to raise the profile of Children in Care and ensure the PEP process is completed in a timely and thorough way.
4	Design, update and maintain the Virtual School website and social media, and be the main point of contact for external hosting company.
5	Write, collate and distribute key communications to a range of internal and external stakeholders.
6	Maintain accurate, complete and confidential records at all times, on all recording systems – especially the data relating to Children in Care and finances. To be the VS credit card holder and follow procedure to ensure scrupulous reconciliation. To be the main point of contact for all suppliers of services to our Children in Care and

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	process invoices, journal transfers and payments promptly.	
7	Contribute to and minute key meetings between Virtual School team and other stakeholders, especially Social care.	
8	Be the key point of contact for all external suppliers of resources and services used by the Virtual School. To maintain records of SLAs and contracts in place and review these for best value for money in conjunction with the Virtual Head and Contracts team (including tuition providers).	
<u>Additional Corporate Responsibilities</u>		
1	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the Council can improve, and to contribute to the Council’s ongoing success	
2	Values Profile: To follow the principles set out in the <u>Employee Values Profile</u>	
3	Health and Safety: Take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work; and co-operate with the Council to enable the Council to perform or comply with its duties under statutory health and safety provisions.	
4	Equal Opportunities: To take positive action to ensure a thorough understanding of and positive commitment to equality in both service delivery and employment practices.	
5	Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.	
6	Special Factors: <i>none</i>	
<u>Scope</u>		
Resources	Facilities, equipment or systems within overall span of control	Team Corporate Credit Card
DBS Check required	Yes, Enhanced (Children’s)	

<u>Person Specification</u>		
Should focus here on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable. There is no need to repeat value requirements or corporate responsibilities.		
Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Good standard of English and Maths (GCSE grade C or equivalent) 	Yes	
Technical Skills.	Essential	Desirable
<ul style="list-style-type: none"> Good writing skills and keen attention to detail and accuracy 	Yes	

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<ul style="list-style-type: none"> Exceptional communication skills, demonstrating the ability to create and deliver compelling and engaging communications to a range of internal and external stakeholders 	Yes	
<ul style="list-style-type: none"> Proficient IT skills and good working knowledge of Microsoft office 	Yes	
Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Exceptional organisational skills, with the ability to juggle multiple projects and work to tight deadlines 	Yes	
<ul style="list-style-type: none"> An understanding of social care processes and legislation relating to the education of Children in Care 		Yes
Experience	Essential	Desirable
<ul style="list-style-type: none"> Experience in working in or with schools or social care 		Yes
<ul style="list-style-type: none"> Experience in supporting internal events and large meetings 	Yes	

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