WOKINGHAM	Joh Doscription		Job Reference	
WOKINGHAM BOROUGH COUNCIL Job Description		l.	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 31st Term Time only	t March 2027 - Part Time,	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.

## **Service Purpose**

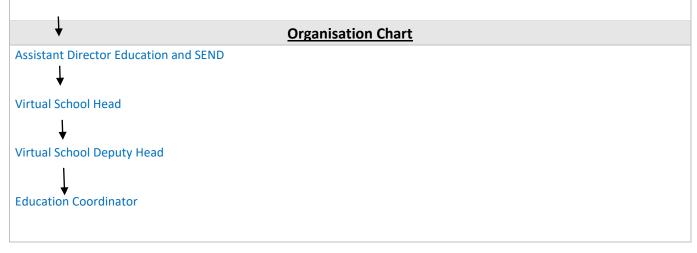
Wokingham Virtual School works closely with Social Care and Schools to champion the education of all Care Experienced children and young people. In line with Corporate Parenting Responsibilities the commitment is to provide support for the children we care for and care leavers which would be good enough 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.



	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	

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

	process invoices	, journal transfers and payments promptly.			
7	Contribute to ar care.	nd minute key meetings between Virtual School team and other stakeholders, especially Social			
8	maintain record	t of contact for all external suppliers of resources and services used by the Virtual School. To ds of SLAs and contracts in place and review these for best value for money in conjunction with the d Contracts team (including tuition providers).			
		Additional Corporate Responsibilities			
1	High Support, H	High Support, High Challenge: To ensure that you bring forward your good ideas, to challenge areas where the			
	Council can imp	Council can improve, and to contribute to the Council's ongoing success			
2	Values Profile:	To follow the principles set out in the Employee Values Profile			
3	affected by your	<b>ty:</b> Take reasonable care for the health and safety of yourself and of acts or omissions at work; and co-operate with the Council to enabl duties under statutory health and safety provisions.	·		
4		ities: To take positive action to ensure a thorough understanding of service delivery and employment practices.	and positive commitment to		
5		<b>sponsibilities:</b> At all times to demonstrate and positively reinforce or d promoting the welfare of children and vulnerable adults.	ur commitment to		
6	Special Factors:	none			
		<u>Scope</u>			
Resou	ırces	Facilities, equipment or systems within overall span of control	Team Corporate Credit Card		
DBS C	heck required	Yes, Enhanced (Children's)			

## Person Specification

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.

ualifications	Essential	Desirable
Good standard of English and Maths (GCSE grade C or equivalent)	Yes	
chnical Skills.	Essential	Desirable
Good writing skills and keen attention to detail and accuracy	Yes	

Private: Information that contains a small amount of sensitive data which is essential to communicate with an individual but doesn't require to be sent via secure methods.

Yes	
Yes	
Essential	Desirable
Yes	
	Yes
Essential	Desirable
	Yes
Yes	
	Yes  Essential  Yes