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| The staffing structure of the Virtual school is made up of key staff across several services within the LA, schools and Post 16 establishments to support the strategic and operational work of the school. The Virtual School Headteachers works collaboratively with all agencies to champion the educational needs of children and young people in our care (CYPIOC) and those previously in care.  Key Services include: -   * **SEN and Schools**   Education Improvement Service – Advisers, Consultants and School Improvement Advisers (SIAs) 0-19yrs  Engagement and Learning: Attendance and Inclusion, Engagement and Learning, Educational Psychologist  Special Education Needs – Placement, EHCP   * **Social Care – Looked After/Care Leavers Team/Residential Homes/Foster Carers /IROs (Independent Reviewing Officer)/VEMT VPG** * **Youth Direction/ Youth Offending Team** * **Early Years** * **Corporate Parenting Board/ CYPIOC Strategic Board** * **Schools, colleges and educational settings - Designated Teachers/Key Persons** * **Finance – PPP** * **Admissions –Y6 Transitions, In Year Admissions** * **Out of borough schools/educational settings**. (The Virtual School Headteacher (Stockton-on-Tees Borough Council) and Educational Development Officer (EDA) for Children and Young People in Our Care (CYPIOC) works closely with respective colleagues in other LAs. If you have any concerns or queries pertaining to looked after children from outside the borough staff should contact the Virtual School Headteacher. The EDA will address all issues for Stockton LACYP educated outside of the borough.) |

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| Staffing Structure Virtual School 2018-2019  Job Title | Remit: Brief outline of role |
| **Corporate Parenting Board**  Chair TBC | * Strategic overview of school * Support and challenge Head teacher. |
| **Head teacher – shared role**  Linda Russell-Bond (6416)  Janet Wilson (4995) | * Lead and manage Virtual School provides strategic direction * School self-evaluation * Oversees tracking of pupil progress * Monitor and challenge school achievement, attendance, PEPs, exclusions etc * Financial and budget control * Report to DCS, Cabinet/ Corporate Parenting Board/CYPIOC strategic Group/CSMG/ * Chairs/attends a range of meetings to support CYPIOC including VEMT |
| **Administrator / Data Manager**  Elizabeth Townsend (7677) | * Provides full administrative support to Virtual School * Admin of PEPs –QA, RAG, etc * Maintain register of CYPIOC –Admission/Discharges/Change of placements * Maintains data bases * Collect/analyse pupil outcome data |
| **Education Development Adviser CYPIOC**  Post Vacant | * To provide challenge and support to schools and settings outside of the borough * To oversee CYPIOC Post 16 * To support all agencies with CYPIOC educated outside the borough * Oversee VS Web site * Support day to day management of VS |
| **Education Development Adviser CYPIOC**  Claire Hart (8269) | * To provide challenge and support to schools and settings within Stockton * To oversee CYPIOC in Early Years * To oversee Primary Hubs * To support the development of Attachment Friendly Schools * Support day to day management of VS |

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| **Education Improvement Service**  Deborah Merrett Chief Adviser Secondary (6407)  Lana Totty Chief Adviser Primary (7142)  Gill McCleave Senior Adviser 0-11 (8824)  Keith Morrison General Adviser 0-11 (7515)  Angela White Senior Adviser 11-19 (6405)  Vanessa Housley Senior Adviser Inclusion (7656)  Janet Marriot Early Years (7240) | * Liaise with VSHT on educational developments * Liaise with VSHT on standards and achievements * Liaise with VSHT on Inclusion issues. * QA PEPs * Liaise with VSHT on Safeguarding Issues/VEMT. |
| **HLTA**  Helen Thomsen | * To provide support and challenge to support the needs of CYPIOC * To provide 1-1 support for identified CYPIOC * To provide bespoke support /training to schools and TAs to support the needs of CYPIOC * To liaise with other services where appropriate * QA PEPs |
| **SEN and Engagement**  Joanne Mills Manager (6423) | * Overall leadership and strategic direction of SEN and Engagement Team |
| **SEN** Gill Burnett (4813) Helen Crawford (8933) Elisha Smith (7164)  Kath Reach (8524) | * Maintain SEN /ESP register * Monitor progress of SEN CYPIOC * Ensure appropriate provision for SEN CYPIOC * Management of EHCP * Update on FTE for CYPIOC * Representatives at monthly Attendance and Well-Being Meeting |
| **Engagement and Learning**  **Attendance and Exclusion Officer**  Hilary Robinson (7134) | * Support schools in raising attendance of CYPIOC * Support school with inclusion issues relating to CYPIOC. * Collect and analyse data re Attendance and Exclusion * Representative to attend monthly Attendance and Well-being Meeting |

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| **Educational Psychologist**  Judith Garbutt (7151)  Sallyanne Hewitt (7150) | * Coordinate and monitor all CYPIOC involvement * Provide information for child placement panel regarding education for CYPIOC * Support to schools, social workers and foster carers in respect of educational, social emotional issues etc |
| **School Improvement Adviser**  Vanessa Housley (EIS) (7656) | * To provide challenge and support to Virtual School to raise standards * Oversees QA of PEPs |
| **Youth Direction**  **LACYP Specialist Participation Advisers**  Claire Wilson  Helen McGrother | * Provide specialist support to CYPIOC - IAG –information, advice and guidance on careers education * Attend PEP meeting where appropriate but especially in Year 9-12 * Monitor and support pupil transition from KS4-5 * Monitor progress and progression in KS5 for CYPIOC * Report back monthly to Virtual School |
| **Youth Offending Team**  Sheila Whitehead (7590), Tanya Evans (7589)  James Anderson (7595) | * Liaise with VSHT on educational issues regarding CYPIOC |
| **Admissions**  Darren Coulton (6415)  Janet Ansell (6611) / Joanne Penketh (8545) Admission Rec/Y6  Anne Collins (6604) / Sarah Freer (8546)  Transfers/In-Year Admissions | * Liaise re CYPIOC admission * Liaise re Y6 transitions * Liaise re In-Year Admission * Support with appeals if required |
| **Schools, Colleges and Educational Settings**  Designated Teacher  Key Person | * Provide, coordinate and monitor internal school support for CYPIOC * Lead on PEPs PART B * Attend review meetings * Organise, coordinate and monitor personal mentors for CYPIOC * Keep up to date with D. of E. guidance, training etc |
| **Mentor** – school based | * Act as mentor for CYPIOC * Liaise with designated teacher regarding individual CYPIOC issues. |