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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: - * **Education Improvement Service – School Improvement Advisers 0-19yrs, Attendance, School Governance, SCITT, TVMS**
* **Special Education Needs, Exclusion**
* **Social Care – Looked After/Care Leavers Team/Residential Homes/Foster Carers /IROs (Independent Reviewing Officer)/VEMT VPG**
* **Youth Direction/ Youth Offending Team**
* **Corporate Parenting Board/ CYPIOC Strategic Board**
* **Schools, colleges and educational settings - Designated Teachers/Key Persons**
* **Finance – PPP**
* **Admissions –Reception allocations and Y6 Transitions, In Year Admissions**
* **Out of borough schools/educational settings**. (The Virtual School Headteachers (Stockton-on-Tees Borough Council) and Educational Development Officers (EDA) for Children and Young People in Our Care (CYPIOC) work 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 CYPIOC educated outside of the borough.)
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| Staffing Structure Virtual School 2018-2019Job Title | Remit: Brief outline of role |
| **Corporate Parenting Board**Chair TBC  | * Strategic overview of school
* Support and challenge to Virtual school.
 |
| **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
 |
| **Senior Information & Administration Officer**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**Catherine Ellis (7650) | * 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
* 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 & Secondary Hubs
* To support the development of Attachment Friendly Schools
* Support day to day management of VS
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| **Education Improvement Officer**Sally Large (7239) | * To provide support and challenge to support the needs of CYPIOC
* To support Learning and Achievement outcomes
* Support day to day management of VS
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| **HLTA**Helen Thomsen (7112) | * 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
 |
| **Education Improvement Service** Eddie Huntington Head of Education (6407)Gill McCleave Senior Adviser 0-11 (8824)Keith Morrison General Adviser 0-11 (7515)Vanessa Housley Senior Adviser Inclusion (7656)Nicola Coverdale Early Years (7418) | * 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.
 |
| **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) | * 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 WilsonHelen 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/Y6Anne 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 | * Champion the needs of CYPIOC and PLAC pupils through providing, coordinating and monitor internal school support for CYPIOC
* Attend and lead on PEPs and PP+
* Attend review meetings
* Organise, coordinate, support and monitor the effectiveness of key adults/personal mentors for CYPIOC
* Keep up to date with DfE and NICE guidance, participate in relevant training and disseminate to staff and governors
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| **Mentor** – school based | * Act as mentor for CYPIOC
* Liaise with designated teacher regarding individual CYPIOC issues.
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