



## **Expression of Interest – Course leader and consultant**

### **Postgraduate Certificate in the Education of Care Experienced Children delivered in partnership with Bath Spa University.**

**About NAVSH:** The National Association of Virtual School Heads is a charity that exists to improve educational outcomes for care experienced children and young people. All local authorities in England are required to have a Virtual School Head. NAVSH represents them by working with a wide range of partners and commissioning research to ensure that the educational needs of looked after children are better understood. NAVSH is led by a board of trustees who are all serving Virtual School Headteachers.

The course leader/consultant role has been successfully delivered by Mike Gorman since 2018 who has led the development of this professional course from its inception to where it is now as an entirely online offer. It's important to understand that this course is owned and run by NAVSH in partnership with Bath Spa University. The course leader/consultant will work with the University and tutors to develop the course structure and content. The course has recruited over 90 students in the first four years, mostly from Virtual School teams.

Mike will be stepping down from this role from September 2022. He will be available during the Summer term 2022 to induct the new course leader/consultant and will be available to provide advice and guidance thereafter, if required.

**The need:** NAVSH is now seeking a course leader and consultant who will represent NAVSH and manage our relationship with Bath Spa University, ensuring that course content and delivery:

- Meets the needs of Virtual School Heads and their teams
- Contributes to the delivery of NAVSH's charitable aims in relation to CPD
- Further develops our collective learning around the education of care experienced children and those who have experienced adverse childhood experiences
- Leads to better educational outcomes for these groups of children

The role holder will have the support of Set Square, the organisation which supports the administrative functions of NAVSH. This role is undertaken on a part time basis, with the number of days agreed by the NAVSH Board.

#### **NAVSH wants to hear from individuals who will:**

- Understand the needs of members, preferably having previously been a VSH
- Have a passion and commitment to the education of care experienced children and NAVSH charitable aims
- Work in partnership with the Board of trustees, obtaining agreement regarding all course arrangements, Bath Spa University service level agreement and fees, supported by Set Square, using NAVSH approved templates
- Undertake all liaison with Bath Spa University to agree course arrangements and service level agreement, including fees, supported by Set Square.



National Association of

**Virtual School Heads**

Looking after learning

- Produce all promotional material and events, linking with Set Square and NAVSH to bring these to members' attention and recruit to the next course
- Respond to queries from potential students around course content
- Administer the application process in conjunction with Set Square
- Work with the NAVSH board to apply the selection process if the course is oversubscribed
- Send invoicing details of students to the NAVSH treasurer and accountant so that payment of course fees can be undertaken
- Plan course structure, content and dates in collaboration with the course tutor from BSU
- Recruit leading academics and expert practitioners to present webinars to support the course.
- Host online events including webinars, tuition days and drop-in-sessions
- Inform students of course dates and events via Set Square
- Ensure online sessions take place as planned and recordings and any associated materials are sent out afterwards, via Set Square
- Manage student queries regarding course participation, including deferral and withdrawal in collaboration with the University
- Coordinate the sharing of students' learning with NAVSH CPD and Research leads and forward NAVSH scholarship claim form to the Board
- Obtain evaluation from students and ensure this informs planning for the following year. Share with NAVSH Board annually
- Maintain data on course participation, pass rates, deferrals and withdrawals, supported by Set square
- Conduct reviews of the current offer and arrangements under the direction of NAVSH researching and presenting development options to secure the longevity of this activity and what it achieves.

Please send your EOI to [admin@navsh.org.uk](mailto:admin@navsh.org.uk) outlining how you would meet the requirements of this role and your proposed costings. NAVSH would be pleased to accept your Expression of interest by Friday 17<sup>th</sup> June.

Please contact [michael-gorman@outlook.com](mailto:michael-gorman@outlook.com) or [Anwen.Foy@surreycc.gov.uk](mailto:Anwen.Foy@surreycc.gov.uk) should you have any questions.