

Job Description

Job Title:	Head of Schools' Performance and Partnerships
Grade:	Leadership Group Range
Department:	People and Resilience
Division:	Education
Reports to:	Commissioning Director Education
Number of Posts Supervised/ Managed:	Up to 6 direct reports

Job Purpose

- To provide inspirational leadership and robust management that results in the best possible set of outcomes achieved by all young people in the borough.
- To lead the implementation of the Council's strategies for school improvement and SEND inclusion to ensure that all schools in the authority provide a good or outstanding inclusive education and further improve outcomes for children and young people.
- To maintain and develop partnerships across the borough to maximise the potential of school to school support and collaborative working to improve opportunities and outcomes for children and young people.
- As Lead commissioner for school improvement service ensure that the advice, guidance and challenge commissioned through school improvement services is of a high standard and improves outcomes for children and young people, and to take action where quality and impact falls short;
- To intervene and challenge schools on behalf of children, young people and their families where required.

Main Activities

- Make a lead contribution to the priorities set out in Barking and Dagenham's, Best Chance for Children Strategy, Education and Participation Strategy and SEND/Inclusion plans and to meeting the standards agreed with schools.
- Actively support and develop partnerships with and across the local family of schools; encourage and help BDSIP to develop and broker school to school support both within and beyond borough boundaries so that sustained capacity for improvement is developed.
- Ensure that local and national educational expertise is drawn upon strategically and effectively, so that local teaching schools, NLEs, federations and networks all contribute to the improvement agenda.
- Support and challenge the development of BDSIP to ensure that:
 - Robust and effective school improvement/quality assurance arrangements are available to all schools;

- Expert advisory support is available in areas/subjects needed;
- That as far as possible, effective challenge, support and monitoring is in place for schools which cause concern to the local authority/Regional Schools' Commissioner (RSC) so that schools are helped to make rapid improvements;
- high quality professional development opportunities are available locally;
- effective governor support services and high-quality training for governors is in place;
- Intervene where required in maintained schools which are declining or not improving at sufficient pace;
- Advise and support governing bodies in maintained schools where governance needs to be strengthened or those which face particular challenge;
- Ensure school compliance with statutory duties where LA has oversight;
- Investigate and follow through complaints where required.

Financial Management

- Oversee and manage School Improvement/Inclusion budgets, including commissioned services.

People Management

- Management / Supervisory responsibility for: approximately 90 staff.
- Ensure that staff assigned (directly and indirectly), understand the priorities, objectives and policies of the Council and those of Education and are able to successfully implement decisions.
- Responsible for setting clear objectives for these staff, and annually review performance against these objectives.
- Undertake staff management and supervisory responsibilities, including the recording of absences, appraisal, recruitment, development, welfare, discipline, deployment, motivation, etc.
- Foster teamwork involvement with staff to increase performance. Create an environment for ideas and innovations to be explored and work practices challenged. Encourage staff to meet their full potential.
- Make sure that full confidentiality is respected by all staff.

Specific Accountabilities of the Role

This is a politically restricted post in accordance with Section 2(1) (b) of the Local Government and Housing Act 1989.

- Championing children, young people and families. Driving for high standards – London standards and beyond across all 5-18 providers;
- Maintaining and strengthening links with all local schools and education providers to promote the best interests of all children and young people of the borough;
- Oversight of commissioned contracts for School Improvement/Inclusion including with BDSIP;

- Supporting and challenging BDSIP to ensure high quality school improvement services are delivered to schools which demonstrably make a difference.
- The annual programme of performance and partnership meetings and lead officer for the Ofsted Report Panel.
- Ensuring robust monitoring arrangements are in place for local authority maintained schools which are not solidly good.
- Ensuring that all academies and free schools have at least one annual performance and partnership meeting to review outcomes.
- Quality assurance of all EHE visits and educational philosophies;
- Links with DfE, Regional Schools Commissioner, Ofsted, MATs and other relevant bodies;
- SEND compliance and statutory duties;
- Education Safeguarding duties for all children and young people;
- Standards and Outcomes for LAC – Virtual School;
- Alternative Provision commissioning and standards;
- Complaints/investigations where required.
- Ensure the Educational Psychology Service is efficient in relation to the EHCP statutory assessment process.
- Other School Improvement related statutory duties.

Statutory requirements

- This post carries a requirement to have a Disclosure and Barring Service (DBS) check for either Adults, Children or both.
- A Safer People for Safer Services form has been completed for this post

Customer Care

- Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

Project management

- Undertake assigned projects, ensuring that agreed outcomes are delivered on time, within budget and to the expected standard.

General Accountabilities and Responsibilities (All roles)

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees' Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.

- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the General Data Protection Regulation and Data Protection Act 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

Person Specification Template

Post Title	Head of Schools' Performance and Partnerships	Grade	Leadership Group Range
Section, Division	Education Commissioning, People and Resilience	Date of Person Specification	February 2024

Job Requirements		Criteria (E or D)	Method of Assessment
Education, Training and Qualifications	QTS	E	Application
	Degree or equivalent	E	Application
	Evidence of post qualification study	D	Application
	Ofsted accreditation	D	Application
Communication, Contact and Relationships	Excellent spoken, written and analytical skills	E	Application & Interview
	Strong interpersonal skills and ability to forge professional relationships and develop partnership working.	E	Interview
	Understanding of how to commission effectively for outcomes.	E	Interview
	Credibility with schools and partners and proven ability to develop and maintain positive working relationships		
Creativity and Innovation	Evidence of creative and responsive strategic leadership which overcomes challenges and improves outcomes and opportunities for young people	E	Interview
Supervision/Management of People	Evidence of effective management of budget and teams in school/school improvement context	E	Application & Interview
Knowledge, Skills and Expertise	Knowledge of statutory requirements and requirements for LA and schools	E	Application & Interview
	Up to date knowledge of what constituents effective school improvement and the role of the local authority	E	Interview
	High level knowledge of best practice in education, particularly teaching and learning together with the skills to develop others as educators	E	Interview
	Able to think and work strategically and lead others to work collaboratively in pursuit of common goals	E	Application & Interview

Job Requirements		Criteria (E or D)	Method of Assessment
	Successful leadership in one or more schools/LAs/Trusts	E	Application & Interview
Equalities and Diversity	Evidence of commitment to equalities and diversity	E	Interview
	Evidence of successful inclusive practice with impact	E	Interview
Resources, Data Protection and Information Government	Conversant in relevant statutory legislation, and the work of regulatory bodies and ability to apply these in role.	E	Interview
Work Demands and Decisions			
	Any additional factors e.g. specialist “know how”		

Criteria		Method of Assessment
E - Essential		AF - Application Form
D - Desirable		C - Assessment Centre
DWP “Disability Confident Employer” Accreditation		I - Interview
Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job.		T - Test
Armed Forces Community Covenant		W - Workplace Assessment or job trial
All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.		O - Other (please detail below)

Barking and Dagenham Council employees



Deliver

I know what's expected of me as a Barking and Dagenham leader and manager.

I take responsibility and ownership, creating the right conditions for my team to follow my example.



Respond

I am relentlessly reliable. I set high standards, encourage improvement and support my team to achieve high levels of performance.



Inspire

I understand how the council is working to change the borough for the better and communicate this with my team in a meaningful way so that they understand the part that they play.



Value

I encourage my team to learn, grow, develop and collaborate with others to achieve their potential.

I take pride in my work, am a role model to others and lead my team.



Engage

I am visible and accessible. I listen and recognise a job well done.

I empower my team to challenge the way we do things so we improve services and new kinds of relationships with our residents and customers.