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| **Directorate:** | **People Directorate**  |
| **Accountable to:** | Strategy and Commissioning Manager, Education and Early Years |
| **Accountable for:** | School Improvement budget |
| **Politically restricted post** | **Yes** |

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| **Job Title:** | School Improvement Lead and Sustainability Commissioner |
| **Grade:** | Soulbury 21-26 |

**Context**

You will play an active role as part working with Delivery Leads or Lead Commissioners to deliver our organisational outcomes.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary section and customers.

**Specific role assignment (example)**

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| **Subject Area responsibilities** | Lead on elements of Warwickshire Education StrategySchool improvement statutory requirements Support for headteacher networks and conferences Statutory assessment and moderationEarly Careers Teachers Ofsted school complaintsPlace-based strategiesDFE-funded Grants and Schemes aligned to School ImprovementContribute to the successful delivery of the Warwickshire Education Strategy including responsibility to: * contribute to the Council’s/Education Service’s Strategic Sustainability meetings relating to schools in financial difficulty
* chair Education Service’s Sustainability Action Group meetings for maintained schools in financial difficulty
* influence, monitor and challenge Warwickshire schools to secure financially sustainable, high quality provision and effective resources planning
* liaise effectively with WCC officers within Schools Finance and HR to ensure that appropriate support is provided for maintained schools in financial difficulty
* provide support for the consideration of structural solutions and related actions and processes as appropriate
* support the Warwickshire school-led system for the improvement of performance, standards and quality of learning and outcomes for all schools.
* enable the Local Authority to undertake its role in supporting and challenging schools including working with senior leadership teams and school governance, identifying schools requiring Warning Notices in accordance with statutory guidance.
* demonstrate current and relevant knowledge of performance and standards and the quality of provision in primary and secondary schools contribute to an annual school performance risk assessment in relation to all Warwickshire Schools which considers leadership and management, attainment, progress and wider achievement of all groups of pupils
* provide timely and accurate reports, briefings and information on behalf of the LA to feed into WCC monitoring and governance arrangements.
* represent the LA at meetings with staff and parents where a maintained school is judged inadequate by Ofsted
* maintain close working relationships with Teaching Schools to build capacity for school- led school improvement and development of System Leaders
* monitor and maintain an overview of the impact of the work of System Leaders supporting school improvement in Warwickshire
* provide challenge to school leaders relating to performance, finance, resource management and including specific support for schools in exceptional circumstances
* develop and maintain effective relationships with schools, colleges and settings in order to identify and disseminate good practice.
* contribute as an effective and collaborative member to the school improvement team to promote and secure service development
* research and identify supportive practice to help strengthen the work of the School Improvement Team
* engage with and maintain effective communications with national and regional statutory bodies (OFSTED, DfE, RSC, STA)
* ensure the Strategy and Commissioning Manager for the Education and Early Years Service is appraised of risks and issues regarding the education provision within mainstream schools
* demonstrate responsibility to be conversant and compliant with statutory responsibilities and related policy for schools, including key areas such as legislation, safeguarding, equality and diversity.
* Be able to travel effectively, on a regular basis, across the whole county in line with service policy and practice
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| **Statutory responsibilities *(if applicable)*** | * Lead the development and delivery of the school improvement strategy to meet the Council’s statutory duties regarding schools causing concern
* To maintain oversight of WCC Schools Causing Concern processes.
* To build and develop effective partnerships with schools, colleges, other educational settings and providers and all council departments
* To develop and maintain effective working relationships with elected members.
* To manage relationships with Headteacher networks, stakeholder engagement and negotiate and secure individual projects across primary and secondary phases, consulting with and supporting stakeholders through change.
* To analyse the scope of change, including the political, social, cultural, organisational, technological, governance and procedural aspects and take effective action, where necessary.
* To contribute as an effective and collaborative member of the service to promote and secure ongoing development of the service.
* Comprehensive understanding and experience of school improvement commissioning and service delivery issues.
* A sound knowledge of statutory safeguarding requirements within schools and a wider awareness of the safeguarding work of the Local Authority
* Sound knowledge of quality of provision within primary and secondary schools
* Knowledge of relevant legislation and policy.
* To liaise with colleagues in other Directorates and services to maintain an oversight of the effective education provision within mainstream schools, and to provide challenge where appropriate to the effectiveness of the provision
* To work with colleagues in Education and Early Years and other Directorates, regarding the development of initiatives to improve the effectiveness of provision
* To engage with and maintain effective communications with national and regional statutory bodies (Ofsted, DfE, RSC, STA)
* To ensure that all maintained schools are compliant with statutory regulations
* To ensure the Strategy and Commissioning Manager for Education and Early Years is appraised of risks and issues regarding the education provision within mainstream schools
* To be aware of the requirements of statutory assessment and moderation
* To be aware of the requirements of the Local Authority when acting as the Appropriate Body for registered newly qualified teachers
* To manage budgets effectively
* An ability to travel effectively, on a regular basis, across the whole county in line with service policy and practice
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| **Specific experience** | * Successful primary headship experience within the last three years
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| **Specific qualifications/and registration** | * Educated to degree level
* Qualified Teacher status NPQH (Desirable)
* DBS clearance
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| **FTE responsibility (line management)** | Not applicable |
| **Key stakeholder relationships** | Key partner relationship management with schools, settings and collegesKey relationship management with commissioned providers of any of the service provision.Professional relationship development with Leader or Deputy Leader of the Council, Cabinet Members and any other political post holders as required. Ofsted, Regional Schools Commissioner, Standards and testing Agency.Professional partner relationship management with Senior Commissioning colleagues, Delivery Managers and any other internal stakeholder as required. |

**Generic capabilities of the role**

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| **Generic Capability** | **Descriptor** |
| Strategic thinking & planning | ● Identification and design of solutions to meet business requirements for the service(s)● Contribute to short term (1 year) strategies and plans to meet demand for the service(s)● Use of insight, best practice and research to achieve service outcomes  |

* Contribute to the commissioning intentions, key business measures and plans based on demand for the short term (1 year)
* Contribute to the 1 year delivery plan in conjunction with the delivery teams
* Contribute to the development of policies
* Ensure that insight, best practices, market research and trends are considered in the commissioning intentions.
* Create, identify and respond to opportunities to support the delivery of organisational outcomes.
* Encourage the development of new solutions to meet future organisational needs.
* Understand, articulate and implement best practices related to area of expertise

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| **Generic Capability** | **Descriptor** |
| Innovation & change | ● Focus on new ideas, improvement and innovation● Problem solver |

* Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
* Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
* Solve complex technical problems effectively and quickly, via insightful diagnosis
* Shape long term solutions to meet service requirements
* Act as an agent and leader of change
* Demonstrate active engagement in improving organisational performance
* Provide expert advice to those engaged in activities where the technical specialism is applicable

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| **Generic Capability** | **Descriptor** |
| Influence & relationship management | * Relationship development and management
* Influence and shapes the market
* Thought leader
* Collaborative working
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* Develop and maintain professional networks
* Support the development of key partnerships
* Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
* Support the shaping and influencing of the market
* Support any required consultation activities

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| **Generic Capability** | **Descriptor** |
| Finance & commercial | ● Effective budget setting and monitoring● Contract negotiation and commercial partnership management● Quality monitoring and measurement* Oversight of contract set up, establishment and ongoing monitoring
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* Manage budgets in line with commissioning outcomes, including commercial and trading targets
* Take action where the performance of providers is unsatisfactory
* Ensure compliance to the specific statutory, compliance, contract, practice and performance frameworks
* Support the Delivery Manager in contract set up, establishment and management
* Manage the decommissioning of contracts where applicable

**WCC values and behaviours**

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

**Our Values – The Warwickshire DNA**



**Our Behaviours**





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