

# Head of Standards

Closing date: 22<sup>nd</sup> March 2019  
Interview date: from 3<sup>rd</sup> April 2019



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# Applying For This Vacancy

Please read the information in this document before you complete your application form.

**You will need to make clear in your application form:**

- **Why you are interested in the position**
- **What relevant skills and experience you have (refer to the Job Description and Person Specification)**

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

Go to the job advert page and click on “Apply online”. You will be asked to register before you can complete your online form. Tips on applying online can be found at:

<https://www.bracknell-forest.gov.uk/jobs/applying-job/tips-online-applications>

We will be in touch with you via your email address.

You can still access the job details/application pack and view your application form after the closing date by logging into your account. You can also check the status of your application (e.g. whether shortlisting has taken place) in the same way.

## Any problems?

If you have any queries about your application, please contact the recruitment team at [Recruitment@bracknell-forest.gov.uk](mailto:Recruitment@bracknell-forest.gov.uk)

If you experience any technical issues with your application, please contact the Jobsgopublic support team at [support@jobsgopublic.com](mailto:support@jobsgopublic.com) or call 0207 427 8250.

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.



Do you love a challenge and want to make a difference for children and the schools they attend? Bracknell Forest is on a school improvement journey and we want to appoint an outstanding and experienced school improvement professional as our Head of Service to lead our school improvement team and work with schools across the Authority from the Early Years through to Post 16.

Your work will be central to developing and sustaining improvement in our schools through:

Influencing policy and practice through working in partnership with head teachers, governors, other professionals and agencies to support our objectives and ambitions as set out in our strategic plan for children and young people.

Leading the school improvement team and holding advisers to account for their work in schools.

Leading our governor services team and working with school governors on school improvement.

Undertaking the role of designated School Adviser with a number of Bracknell schools.

Contributing to a programme of professional development for school based staff.

Supporting the marketing and delivery of our school improvement Service Level Agreement with Bracknell Forest.

Lead and support our community learning team.

To fulfill this role successfully, you will need:

A good understanding of how to bring about school improvement and build capacity

Experience of leading professionals in developing and managing change

Experience in the role of a head teacher or substantive senior leadership post

Good understanding of the current Ofsted framework

Secure knowledge of recent curriculum development initiatives and assessment procedures at both primary and secondary

Good communication skills and ability to influence change

For an informal discussion about this interesting and rewarding role, please contact Rachel Morgan, Assistant Director Education and Learning on 01344 354037.

# Job Description

<b>Authority: Bracknell Forest Council</b>	<b>Department/Division: People Directorate</b>
<b>Post Reference No:</b>	<b>Location: Time Square</b>
<b>Job Title: Head of Standards</b>	<b>Grade/Salary Range: Soulbury 26-30</b>

## JOB PURPOSE

To provide strategic leadership for improving the quality of education and learning in the Borough to ensure that young people and adults achieve all that they are capable of and working in partnership with strategic partners, to ensure that current and future needs are met.

Including

- i. provision of all schools to ensure that statutory functions are discharged effectively in order to achieve/exceed government floor standards;
- ii. the Council's provision for adults meets standards set by Ofsted and the ESFA as set out in Bracknell Forest's strategic vision.

## DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

The post will be directly accountable to the Assistant Director: Education & Learning. It is a third tier post located within the Department of Children, Young People & Learning until the full implementation of the People Directorate, at which point the role will become a part of the People Directorate.

## MAIN DUTIES AND RESPONSIBILITIES

1. To lead and manage:
  - a. School Improvement
  - b. Governor Services
  - c. Early Years within school settings
  - d. Safeguarding in Education
  - e. Adult and Community Learning
2. To be accountable for the standards of pupils' and adult learners' achievement and Ofsted grading of all state funded provision in order to achieve the highest performance as outlined in the Bracknell Forest vision
3. Manage and lead teams and other agreed service areas in relation to improving standards across Bracknell Forest
4. Undertake the duties of a Standards and Effectiveness Partner in an agreed number of schools
5. Work with schools including early year settings through to Post 16 and key stakeholders
6. Lead the School Improvement Strategy and Pupil Premium Strategy, ensuring they reflect current legislation, are delivered appropriately and the impact is evaluated
7. Lead on key strategies in all areas of responsibility.
8. Develop the role of Governor Services in school improvement
9. Ensure decisive action relating to schools that cause performance and standards concerns is taken so that leadership and/or governance barriers to improvement are overcome swiftly
10. Provide leadership to schools around academisation as required
11. Coordinate and chair Standards Monitoring Boards (SMBs) as required

12. Provide leadership to school leaders and governors on curriculum, assessment arrangements and teaching and learning
13. Analyse and interpret school performance data including adult skills and employment data to inform organisational priorities and hold schools / stakeholders to account
14. Develop and implement the structures and policies necessary to support effective service delivery
15. To provide advice to Head teachers, Governors, Council colleagues and elected members as appropriate
16. Prepare written reports on school performance and performance of key teams
17. To provide strategic leadership of the school services transformation project within Education and Learning
18. To provide leadership and management to staff within the corporate structures
19. To effectively monitor income and expenditure for relevant budgets and producing forecast variances for reporting through the monthly budget monitoring process
20. To comply with the Financial Procedure Rules in managing the Council's finances, working in an open and consistent manner
21. To undertake duties as directed by the Assistant Director and Executive Director of People

#### **SCOPE OF JOB (Budgetary/Resource control, Impact)**

The post is responsible for ensuring safe and efficient management of staff and monitoring of budgets.

- The number of staff that this role will manage will be provided once feedback on this proposal has been received and the final model agreed.
- The budget that this post will be responsible for will be provided once feedback on this proposal has been received and the final model agreed.
- Ensuring compliance with funding rules

Bracknell Forest is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.

# Person Specification

<b>Job Title:</b> Head of Standards	<b>Department/Division:</b> People Directorate
<b>Authority:</b> Bracknell Forest Council	<b>Post Reference No:</b>

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<ul style="list-style-type: none"> <li>• Qualified Teacher status</li> <li>• Level 5 Diploma or equivalent, higher degree, and specialist/advanced level professional qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Ofsted trained and accredited</li> </ul>
<b>Competence Summary</b> (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> <li>• Demonstrate successful senior leadership in educational settings</li> <li>• Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management which leads to improved outcomes for pupils/learners</li> <li>• Demonstrate success as an educational leader</li> <li>• Ability to operate successfully working with school leaders and governors and with a range of service providers</li> <li>• Ability to contribute to the professional development of the workforce through the use of coaching, mentoring, supervision and delegation.</li> <li>• Knowledge of legislation which will enable the post holder to provide accurate advice and challenge</li> <li>• Knowledge and understanding of current National and Local agendas relating to EYFS, KS 1-5, and 19+education</li> <li>• Proven ability to analyse data and present in a meaningful way to inform decision making</li> <li>• Advanced problem solving and planning skills – with the ability to devise solutions and plan a</li> </ul>	<ul style="list-style-type: none"> <li>• Successful Head teacher experience within a school setting</li> </ul>

	<p>programme of work to deliver them</p> <ul style="list-style-type: none"> <li>• Process orientated and organised – capable of devising, developing and maintaining systems and process to ensure effective and consistent delivery and reporting</li> <li>• Highly developed and effective communication and inter-personal skills. Works collaboratively with others to deliver the best outcomes.</li> <li>• Effective change management skills and evidence of leading sustained improvements</li> <li>• Influencing skills, and ability to achieve own and partnership objectives through joint working</li> <li>• Presentation skills (qualitative and quantitative data) adapted for different audiences</li> <li>• Builds understanding and commitment to transformational change.</li> </ul>	
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Role model the Bracknell Forest Values and Behaviours</li> <li>• Make the right, transparent decisions and stand by them</li> <li>• Coach for growth and improvement</li> <li>• Hold people to account and celebrate their achievements</li> </ul>	
<b>Other Work Requirements</b>		

# About the Department

The following link takes you to more information about our Department:

<https://www.bracknell-forest.gov.uk/council-and-democracy/how-council-works/council-staff-and-departments>

## Location

Time Square, Market Street, Bracknell, Berkshire, RG12 1JD

## Work Style / Parking

Your work style is "Free", because your job requires you to work away from a desk on a regular basis. Roles which involve working in the field/attending meetings at workbase and other offices and/or working in other locations, eg schools, doctors surgeries and could in part be done at home or another location for a proportion of the working week.

For a 5:3 desk ratio this amounts to 40% away from the desk. The extent, timing and location of remote working will be by agreement with your manager and local working practices. Further details of the workstyles can be found in the Council's Flexible Working Policy.

As a required car user you will be entitled to free onsite parking.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.



# Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We are **Forward thinking** – we innovate, we plan, we focus on delivery.

We are **Open-minded** – we learn from what we do and are open to new ways of doing things.

We are **Respectful** of others – and treat them as we would wish to be treated ourselves.

We **Work together** as one Council, and we work together with partners and customers.

We are **Adaptable** - we embrace change, and we are flexible.

We are **Resilient** - we bounce back from setbacks and we find a way to carry on.

We are **Determined** – we have a “can do” attitude.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; that we work well with others in a positive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

## Staff Benefits

Please visit <https://www.bracknell-forest.gov.uk/jobs/working-council>

## Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. The post will be offered as a permanent appointment subject to **3** month's notice on either side.

Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

## Salary

The salary will be within the local Soulbury Grade 26 - 29. The grade range is £64,173 - £67,532 the starting salary offered will depend on your experience.

### **Pay increase pending in September 2019**

Your salary will go up by one point in the grade each year until you reach the top of the grade.

There is also a local weighting of £795 per annum

# Car Allowance

You are designated as an Essential Car User. Current Essential Car User rates are as follows:

Per mile	
<b>Lump sum per annum</b>	£963
<b>First 8,500 business miles</b>	40.9p
<b>After 8,500 business miles</b>	14.4p

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

## Working Hours

Although your normal working week will be 37 hours, we understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day.

Whether you have an appointment, are waiting for a delivery at home or wanting to go to your son or daughter's sports day – there are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave.

Naturally we always need to maintain adequate cover – so you'll need to check the situation with your manager.

## Holidays

The annual holiday entitlement is 27 days plus bank holidays.

Annual holiday entitlement increases with length of service (5 extra days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

## Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.

# Politically Sensitive

This post is a politically sensitive post, ie politically restricted under The Local Democracy, Economic Development and Construction Act 2009.

This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council.

Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.
- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (eg open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview.

## More About Applying

### References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

### Working In The UK

You must be entitled to work in the UK before you can start work with us. If you have any doubt of your ability to work in the UK visit: <http://www.ukba.homeoffice.gov.uk/visas-immigration/working/>

# Positive about people with a Disability



We are a Disability Symbol User and as such have made a commitment to guarantee an interview to all applicants with a disability who meet the essential criteria of the person specification.

To help us with our commitment to this guarantee, please indicate if you have a disability on your application form.

## Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

## Medical Questionnaire

You may be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out

more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

## What Happens Next To Your Application?

To find out more about the recruitment process please visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/recruitment-process>