

Wirral Council: Job Role Descriptor

Job Role:	Senior School Advisor
Service:	Education
Reports to:	Head of School Effectiveness
No. of Subordinates:	0
HR USE ONLY	
Job Role Ref:	PC0169P
Job Family:	People Care
Grade:	Soulbury 20 to 23 on the Education Improvement Professional Scale

JOB ROLE PURPOSE

To provide strategic support and challenge for Wirral schools and education settings to deliver continuous improvement and ensure aspirational outcomes for children 0-19.

KEY TASKS

1. Provide strategic leadership for the quality assurance of outcomes and provision across a locality and influence school effectiveness across Wirral schools, academies, and colleges.
2. Provide strategic support and challenge to schools and other education settings as determined by the Head of School Effectiveness to ensure that the outcomes for all Wirral children are met
3. Contribute to improving outcomes for children and narrowing the gap between the majority and those that are doing less well.
4. Support the development of system leadership building capacity for self-improvement
5. Identify good practice within Wirral schools and academies and enable this to be shared across the borough
6. Provide an overview of the quality of education within a locality of Wirral schools, early years and other education settings.
7. Build effective partnerships with key stakeholders including early years, post-16, FE and wider support services to improve outcomes of children and life chances
8. Work effectively to complement the work of the Quality Assurance Professionals and School Improvement Partners
9. Facilitate and broker the necessary support to help schools work on identified areas for improvement
10. Strategically lead an education priority across all Wirral schools

KEY RESPONSIBILITIES

People

Develop effective working partnerships with a range of professionals and institutions, including Teaching School hubs to provide a comprehensive school improvement offer that meets the needs of schools.

Work with School Assurance Professionals commissioned by the LA and School Improvement Partners employed directly by individual schools to ensure support between them and the LA is aligned.

Participate and support senior appointments in schools as a representative of Wirral Council in maintained schools.

Attend meetings with headteachers, both individually and collectively on a regular basis and act as a conduit between these colleagues and the LA.

Work collaboratively with all members of the School Improvement Team to secure the most effective support and challenge for schools.

Engage with and inform elected members and local politicians as requested.

Keep line managers regularly updated on project progress and ensure effective communication about projects to appropriate elected members, colleagues, national agencies, and schools.

Advise System Leaders in managing effective projects to ensure maximum impact in identified priorities

Work collaboratively with colleagues and external partners to commission and deliver learning interventions.

Financial

Monitoring and understanding the value for money of services and interventions, assessing and evaluating their effectiveness and impact on improving outcomes for children.

Responsible for ensuring robust audit and control procedures are in place in schools and other education settings to create a good financial management culture.

Recommend, commission, and procure interventions in line with allocated budgets.

Strategic

Act as the lead officer with a designated group of schools for the local authority supporting headteachers, leadership teams and governing bodies with their self-evaluation, quality assurance and continuous improvement planning.

Act as the lead officer with a designated group of schools for the Local Authority in intervention in schools and settings causing concern, to achieve improved progress, attainment, achievement, and skills outcomes for children.

Critically analyse and interpret comparative data from a range of sources to promote thinking at both an individual school and LA level. Use this information well to develop future strategy wherever possible.

Build and maintain strong networks of educational support both internally and externally to forge effective partnerships for continuous improvement

Work with quality assurance professionals to ensure that any needs identified are aligned in the school self-evaluation process, improvement plans, and LA brokered support.

Contribute to building system leadership capacity working with local Teaching hub and external partners

Work effectively and positively as a member of the local authority team and liaise with other sections of the LA in relation to matters concerning schools, including finance, inclusion, and human resources.

Produce detailed analytical reports for the 'Wirral Partnership Board' and elected members to inform our self-evaluation, decision-making and set direction of travel

Develop appropriate action plans for any schools identified as causing concern.

Contribute to the analysis and identification of schools in the schools causing concern process and monitor and report on progress and impact of brokered support.

Show initiative and adaptability to move an agenda forward.

Resources

Identify good practice within and external to Wirral and develop a system led approach to sharing this practice across the borough, utilising resource from within the LA and beyond.

Identify and broker appropriate support for group of schools and routinely evaluate the impact.

Support schools in developing collaborative projects to improve school effectiveness.

Provide clear documentation to support the accountability process within the LA and beyond.

Manage and co-ordinate LA and/or national projects as directed by the Head of School Effectiveness.

Work collaboratively with internal and external partners to ensure services are delivered in the most efficient and cost-effective way.

Planning and Organising

Support schools as they prepare for external scrutiny.

Complete notes of visit and all relevant paperwork, including documents for governing boards, and relevant in relation to schools.

Scan the wider organisational context and external environment to identify

Schedule, review and monitor workload, prioritising accordingly at short notice if required to meet strategic, local, or national requirements.

Plan and schedule workload to ensure deadlines for local and national reporting requirements are met.

Work effectively to organisational and legal deadlines to ensure risks are identified and mitigated.

Decision Making

Anticipate and resolve problems as they arise.

Act as the lead officer with a designated group of schools for the Local Authority in intervention in schools, agreeing collaborative approaches to achieve improved progress, attainment and achievement.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE AND SKILLS

Essential Criteria

Qualifications:

- Qualified Teacher Status
- Evidence of relevant further professional development

Experience

- Significant school improvement experience, with an excellent understanding of the education system and national education policy and understanding of the Local Authority's statutory responsibilities
- Recent headship or senior leadership experience within a school or local authority
- Success in supporting and challenging schools, raising standards and securing improvement
- Proven experience of building capability and capacity within schools and settings
- Strong leadership and team working skills, particularly in a multi-agency context
- Thorough up-to-date knowledge and understanding of legislation, policy and practice relating to schools, young people, and school improvement
- Excellent motivation, communication and negotiation skills and the ability to win confidence across a broad range of stakeholders
- Experience of implementing and overseeing successful school improvement

initiatives that have improved outcomes for young people, particularly the most vulnerable.

Knowledge & Skills:

- An understanding of the National Standards of Excellence for Headteachers and a commitment to promoting these
- Ability to build and maintain strong networks of support both internally and externally and to forge effective partnerships with external agencies, voluntary and statutory, and key stakeholders for the continuous improvement of services.
- A skilled communicator, able to build rapport and trust with stakeholder, including elected members, partners, and education leaders/experts.
- Able to apply analytical and logical thinking to gathering and analysing information, using information to inform decision-making and design solutions to problems.
- Ability to identify critical issues and formulate programmes of work and interventions which respond to these issues and oversee their effective implementation
- Highly developed communication and relationship management skills to identify and manage the relationships with external partners and stakeholders.
- Uses creative thinking to find solutions and working through complex problems to negotiate and deliver solutions.
- Strategic awareness of the financial structure of the council and the implication of decisions on the delivery of value for money for taxpayers.
- Ability to work as part of a team to support the motivation and development of staff within the service, contributing to the planning for the work of a service-based function or council wide team.
- Excellent verbal and written communication and presentation skills, with an ability to present clearly and persuasively.

Desirable Criteria

Experience:

- Further in-service or professional qualifications relevant to the post
- National Professional Qualification for Headteachers
- Ofsted inspection training/experience
- Experience of leading and managing substantial national and local projects

NOTE:

The job role holder may be required to undertake other reasonable duties commensurate with the job role descriptor grade as directed by the Head of Service.

This job role descriptor will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the job role holder. It is not a definitive statement of procedures and tasks, but sets out the main expectations of the Service in relation to the job role holder's responsibilities and duties.

Elements of this job role descriptor and changes to it may be amended in light of organisational and service requirements.