

## Kings Langley School: Role Description Support Staff

Title of Post	Dacorum Schools Project Manager
Grade (including allowances)	H9 - £13,427 - £14,876 (Actual Salary)
Reporting to	Headteacher – Kings Langley School
Date	Sept 2018
Time/Hours	20 hours per week – Term Time Only
Period	3 year fixed term post

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees.

This role description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school.

<p><b>Personal and Professional Standards</b></p> <ul style="list-style-type: none"> <li>The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> <li>Support the aims and ethos of the Partnership of Dacorum Schools (PODS) and Delivering Specialist Provision Locally (DSPL) as lead by Kings Langley School.</li> <li>To set a good example in terms of professional dress and appearance, punctuality and attendance.</li> <li>As a consequence of the performance review cycle for support staff, take responsibility for personal development making full use of the school's professional development opportunities and training.</li> <li>To take note of and adhere to the regularly reviewed professional code of conduct which clearly stipulates the professional behaviour and standards expected of all employees of the school.</li> <li>To actively contribute to the ethos of the Partnership of Dacorum Schools by forming positive relationships within the district school's community and working collaboratively and in good humour with other colleagues as appropriate or when directed.</li> <li>Be aware and comply with all relevant policies and procedures within Kings Langley School, particularly those relating to child protection, equality, health and safety, bullying and behaviour and confidentiality. It is the duty of all colleagues to report breach of school policies or procedures to the Headteacher or other senior colleague or governor.</li> </ul>
<p><b>Summary of Role</b></p> <ul style="list-style-type: none"> <li>Lead, research and manage all Dacorum DSPL and PODS project work.</li> <li>Consider issues and strategies for all related school matters as identified in the Strategic Plan</li> <li>Consider, plan and develop any projects as raised by Board Members or Headteacher colleagues.</li> <li>Develop a series of projects as planned by the DSPL sub-groups</li> <li>Develop joint funding proposals to support new projects and sustainability.</li> </ul>
<p><b>Main Areas of Responsibility</b></p> <p>The Projects Manager will carry out various pieces of project work as agreed by the DSPL Board and within the parameters of the strategic plan and budget under the direction of the PODS/DSPL Manager</p> <ul style="list-style-type: none"> <li>Working with the Dacorum PODS/DSPL Board draw up and implement sub-group delivery plans.</li> <li>Support the work of the DSPL sub-groups.</li> <li>Working with all district colleagues undertake appropriate consultation to identify gaps in SEND provision and develop appropriate proposals to support narrowing the gaps.</li> <li>Develop projects to support SEND provision and commission such work as identified and appropriate including mental health, Early Years, Behaviour, Post 16 and special school outreach..</li> <li>To record, maintain and share data as appropriate including evaluation of outcomes following planned programmes of work.</li> <li>Identify and secure opportunities for additional funding, together with commissioning providers, to support the development, implementation and sustainability of partnership provision.</li> </ul>

<ul style="list-style-type: none"> <li>• Review existing services within the local community and consult with children, young people, families and the community to identify project outcomes.</li> <li>• Be responsible for the organisation, marketing, promoting and communicating information about projects including website and online booking systems.</li> <li>• Support the annual DSPL and Partnership conferences.</li> </ul>
<b>Equalities</b>
<ul style="list-style-type: none"> <li>• The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policies, including Hertfordshire County Council's Policies 'Putting People First' and 'Getting it Right' in terms of employment and service delivery.</li> </ul>
<b>Health and Safety</b>
<ul style="list-style-type: none"> <li>• It will be the duty of every employee while at work to take responsible care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.</li> </ul>

<b>Additional Information</b>
<ul style="list-style-type: none"> <li>• There is no national or local model for this post but there are similarities with other senior support staff working in maintained schools.</li> <li>• The post holder will be managed by the Headteacher with input from the Partnership of Dacorum Schools and DSPL Board. The Performance Appraisal Management system applied will be as published by Kings Langley School.</li> <li>• The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary after due consultation and negotiation.</li> </ul>

<b>Knowledge, Experience and Training (Education, Training and Professional Qualifications)</b>
<ul style="list-style-type: none"> <li>• The successful candidate will be educated to at least level 3.</li> <li>• Background in education, social or health care or community development.</li> <li>• Proven business management and organisational skills.</li> <li>• Understanding of schools and special educational needs and disabilities.</li> <li>• Experience of producing strategic development and/or change management plans.</li> </ul>

<b>Equal Opportunities</b>
<ul style="list-style-type: none"> <li>• Demonstrate a commitment to equal opportunities and anti-discriminatory practice.</li> </ul>

<b>Relevant Experience</b>
<ul style="list-style-type: none"> <li>• Experience of project management.</li> <li>• Experience of promoting partnership working and dealing with other agencies.</li> <li>• Excellent inter personal, communication and presentation skills and proven. experience of working at many different levels.</li> </ul>

<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• Broad understanding of children's/education agenda and the principle of inclusion.</li> </ul>

<b>Skills and Abilities</b>
<ul style="list-style-type: none"> <li>• Developed negotiating, leadership, motivation skills.</li> <li>• Ability to successfully network with a range of agencies.</li> <li>• Wide range of ICT packages to be used effectively.</li> <li>• Full clean UK Driving Licence.</li> <li>• Responsible for delivery of project – must be proactive and reliant on own initiative, show commitment and drive, able to set priorities.</li> <li>• Flexible problem solving approach.</li> <li>• Excellent communication skills – written and verbal.</li> <li>• Ability to present to a range of audiences.</li> </ul>

- Income generation.
- Identify the need for research, carry out and report back, e.g. gaps in information required for planning.
- Ability to motivate and inspire others and show determination and initiative in adversity.