

Head of Standards

Closing date: 04/07/2018
Interview date: 12/07/2018 and 13/07/2018



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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:

<http://www.bracknell-forest.gov.uk/tipsforonlinejobapplications>

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 job.enquiries@bracknell-forest.gov.uk

If you experience any technical issues with your application, please contact the Jobsgopublic support team at 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.

Job Description

Authority: Bracknell Forest Council	Department/Division: Children, Young People and Learning/Learning & Achievement
Post Reference No:	Location: Times Square, Bracknell
Job Title: Head of Standards	Grade/Salary Range: Soulbury 32-36
Reporting to: Chief Officer: Education and Learning	FT

JOB PURPOSE

To provide strategic leadership for improving the quality of provision of all schools to ensure that statutory functions are discharged effectively in order to achieve/exceed government floor standards and Bracknell Forest's strategic vision.

Main Accountabilities:

1. To be accountable for the standards of pupil achievement and Ofsted grading of all state funded provision 5-18 in order to achieve the highest performance as outlined in the Bracknell Forest vision.
2. Manage and lead the school improvement team and other agreed service areas in relation to improving standards across Bracknell Forest.
3. Undertake the duties of a school improvement adviser in an agreed number of schools.
4. Work with schools including early year settings through to Post 16.
5. Lead the School Improvement Strategy and Pupil Premium Strategy, ensuring they reflect current legislation, are delivered appropriately and the impact is evaluated.
6. Develop the role of Governor Services in school improvement.
7. 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.
8. Provide leadership to schools around academisation as required.
9. Coordinate and chair Standards Monitoring Boards (SMBs) as required.
10. Provide leadership to school leaders and governors on curriculum, assessment arrangements and teaching and learning.
11. Analyse and interpret school performance data to inform organisational priorities and hold schools to account.
12. Develop and implement the structures and policies necessary to support effective

service delivery.

13. To provide advice to Headteachers, Governors, Council colleagues and elected members as appropriate.
14. Prepare written reports on school performance.
15. To provide strategic leadership of the school services transformation project within Learning and Achievement.
16. To liaise with external partners, managing an effective handover of services.
17. To provide leadership and management to staff within the corporate structures.
18. To undertake duties as directed by the Chief Officer and Director of Children, Young People and Learning.

Person Specification

PERSON SPECIFICATION

R-required D-desirable

QUALIFICATIONS

- Qualified Teacher status **R**
- Level 5 Diploma or equivalent, higher degree, and specialist/advanced level professional qualifications **R**
- Ofsted trained and accredited **D**

EXPERIENCE

- Demonstrate successful senior leadership in educational settings **R**
- Demonstrate success in establishing a performance culture, including improvement planning, target setting and performance management which leads to improved outcomes for pupils **R**
- Demonstrate success as an educational leader **R**

SKILLS AND ABILITIES

- Ability to operate successfully working with school leaders and governors and with a range of service providers **R**
- Evidence of high level oral, written and presentation skills to enable the post holder to communicate effectively with a range of staff, managers and other stakeholders at all levels. **R**
- Ability to contribute to the professional development of the workforce through

the use of coaching, mentoring,
supervision and delegation **R**

KNOWLEDGE

- Knowledge of legislation which will enable the postholder to provide accurate advice and challenge **R**
- Knowledge and understanding of the primary phase and current National and Local agendas relating to EYFS-KS5 **R**

BEHAVIOURS

- Role model the Bracknell Forest Values and Behaviours **R**
- Make the right, transparent decisions and stand by them **R**
- Coach for growth and improvement **R**
- Hold people to account and celebrate their achievements **R**

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, Bracknell.

Work Style / Parking

Your normal place of work will be Time Square. 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 Soulbury Committee for Education Improvement Professionals. The post will be offered as a permanent appointment subject to three month's notice on either side.

Offers of appointment are subject to 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 Soulbury Committee scale for Education Improvement Professionals, Points 32 - 36. The grade range is £69,512 - £74,062 per annum; the starting salary offered will depend on your experience.

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 £779 per annum.

Car Allowance

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

Per mile	
Lump sum per annum	£963
First 8,500 business miles	40.9p
After 8,500 business miles	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

Your normal working week is 37.5 hours per week.

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).

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/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/applying-job/recruitment-process>

