

EDUCATION PARTNERSHIP OFFICER



Role Profile

Title	Education Partnership Officer	
Grade	GRADE H	
Reference:	N1032	
Reports to:	Education Improvement Partner	
Work style Definition	Flexible worker	
Job Type:	Professional	
Primary purpose of role	<p>As a member of the Educational Partnership and the Virtual School, the post will lead on education partnership development, critical Education Services projects and Governance Support co-ordination. The role will be central to fostering and developing relationships with schools, Academies, suppliers and other partners. In conjunction with line managers, the role will take the day to day lead for :</p> <ul style="list-style-type: none"> ▪ Delivering high-level and critical education related work programmes, which will include school improvement and partnership development, policy development and strategic education governance support ▪ Leading the Council's Education Governance Support function with maintained schools and multi-academy trusts to provide a strategic link for school performance accountability, high quality information, support and challenge and statutory governance process processes ▪ Manage and contribute to the improvement of an Education Management Information system, managing the 'Schools Causing Concern record by facilitating the collection and recording of the timely intelligence regarding school leadership & management, finance, staffing, governance and engagement with key services ▪ Disseminate and report information about schools causing concern for senior managers, Members and partnership stakeholders ▪ Be responsible for the Department's weekly e-bulletin's contents, editing and summary writing ▪ Work collaboratively with school leaders, Council services and partners to align strategic direction and fulfil LA statutory responsibilities and delivery of local priorities. 	
Key accountabilities and key measures	<p>Role outcomes</p> <ul style="list-style-type: none"> ▪ Coordinate and plan induction and training of peers and new employees as well as ongoing development for existing employees. (10%) 	<p>Role measures</p> <ul style="list-style-type: none"> ▪ Deliver against any agreed Service Levels and outcomes.

	<ul style="list-style-type: none"> ▪ Establish, lead and manage school partnership project teams (10%) ▪ Demonstrate understanding of the Council's Customer Care Standards and ensure that these standards are met in order to deliver the Council vision of 'putting our residents first'. (5%) ▪ Project manage the education core work programmes in relation to school improvement and partnerships by controlling and coordinating service documentation to drive outcomes. (30%) ▪ Advise governing bodies on the interpretation of the Instrument of Government and the School Governance Regulations in relation to matters under discussion and to refer the governing body to other officers of the Council from whom advice and information might be sought. (15%) ▪ Support business planning as required, including multi agency plans policies, and department improvement plans. (10%) ▪ To demonstrate cost-consciousness and identify any cost effective changes to own way of working. (5%) ▪ Effective liaison with education partners in Plymouth including all schools, Multi-Academy Trusts; the diocesan authorities and other faith groups; regional and national government agencies with an interest in education; as well as further Education and Higher Education partners. (15%) 	<ul style="list-style-type: none"> ▪ Delivery against identified corporate and department plan outcomes ▪ Fulfil LA's legal duties in relation to challenge and support schools causing concern ▪ Perform against other staff performance & productivity measures that contribute to meeting statutory duties for education and supporting vulnerable learners to narrow the gaps.
<p>Key activities</p>	<ul style="list-style-type: none"> ▪ Organise and co-ordinate regular training events for school & trust governors, ensuring inputs from various LA services and other agencies. (15%) ▪ Co-ordinate the LA support for Governors in Plymouth by having access to information, advice, support, resources and training in order to ensure they, alongside Headteachers and clerks, are effective in carrying out their 	

	<p>statutory duties and in improving the educational outcomes for children. (15%)</p> <ul style="list-style-type: none"> ▪ Liaise with the relevant services in the Council and externally to ensure the online portal and education related pages are up to date (15%) ▪ Maintain strategic and operational documentation, such as the Schools At Risk Register, brokerage requests, Ofsted feedback, and progress trackers, managing interface with core documentation. (15%) ▪ Participating and supporting strategic and operational meetings with key stakeholders. Engaging with stakeholders using strategic communication to ensure complex needs are met in line with the council's strategic responsibilities. (15%) ▪ Managing dependencies and interfaces between school improvement and partnership tasks, and support monitoring overall progress and resolving issues. (10%) ▪ Actively contribute to delivery of financial targets through improvements to services. (5%) ▪ Identify and suggest any improvements to current ways of working in order to deliver a more efficient and effective service for customers. (5%) ▪ Actively contribute to service improvement and leading on specific and / or council-wide service initiatives. (5%) ▪ Carry out other duties appropriate to the grade of the post
Essential qualifications/ knowledge	<ul style="list-style-type: none"> ▪ A relevant degree or qualification in education, in Project Management, in Social Care or in another relevant field ▪ An understanding of Council services, with knowledge of the Education sector ▪ A good understanding how schools operate and collaborate ▪ Proven ability to successfully plan and manage projects involving a wide range of stakeholders that cross service and professional boundaries ▪ Proven ability to influence and promote service improvement initiatives to service managers and other stakeholders ▪ Evidence of CPD
Desirable qualifications/ knowledge	<ul style="list-style-type: none"> ▪ Post graduate Qualification in Education or in Project Management ▪ A good knowledge of current education landscape
Essential experience	<ul style="list-style-type: none"> ▪ Experience of developing effective service development strategy and plans across an Education Improvement Service or a similar organisation ▪ Experience of successfully managing projects and large events involving a range of partners ▪ Experience of successfully leading the stakeholders and service users engagement in developing service strategies and plans ▪ Preparing written reports and presentations to senior managers, Members, partners and stakeholders ▪ Experience of supporting service inspections and service reviews

	<ul style="list-style-type: none"> ▪ Experience of leading and delivering a high quality moderation/review service to schools ▪ Experience of working with senior managers and with outside organisations, including regulatory bodies to assess services in line with prescribed assessment frameworks and drive service improvement ▪ Experience of leading and managing service improvement using recognised improvement methods e.g. business process improvement
Desirable experience	<ul style="list-style-type: none"> ▪ Successful experience of establishing and maintaining strong relationships with school leaders through effective challenge, support and influence ▪ Successful experience of effectively leading multiple strands of education services in or outside of education with reduced levels of service resources ▪ Successful experience of a Governance Support strategy and function in order to ensure school performance leadership and accountability, while providing high quality support and challenge through the school governance statutory process
Essential skills	<ul style="list-style-type: none"> ▪ A range of well-established project management skills, with excellent organisational, interpersonal, team working, and communication skills ▪ Ability to think strategically, seeing the bigger picture and setting aims and objectives in order to develop and improve the business of the LA traded offer ▪ Ability to partner with the business and work using own initiative, and expertise in project management to drive improvement ▪ Excellent verbal, written and presentational skills with the proven ability to present complex information in a simple manner to a variety of audiences including senior management, members, front-line staff and service users ▪ A commitment to changing work practices and processes, and a willingness to try new ways of working or thinking. ▪ Ability to adapt to changing demands to ensure that objectives are met, overcoming problems and making well considered decisions. ▪ Acts as a role model to others in the team, sharing knowledge and experience when necessary, whilst respecting and valuing the contribution other team members' experiences can bring. ▪ Develops contacts and relationships with customer/ client groups, regularly reviewing service delivery and taking responsibility to ensure quality service provision. ▪ Takes action to develop own and others' capability and knowledge by promoting and supporting developmental opportunities to improve performance. ▪ Excellent IT skills to include Microsoft Word, Excel and Powerpoint ▪ Able to work flexibly to meet the needs of the service
Corporate standards	
<ul style="list-style-type: none"> ▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance. 	

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.
- Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the corporate equalities policy and relevant legislation.