

## Seconded post: Quality Assurance Specialist

### Education & Skills

### Current salary plus 2 leadership points

<b>Job Purpose</b>
<p>This post is responsible for leading on and coordinating school improvement quality assurance to support the work of schools in raising standards for all children and young people in the borough. The post holder will work closely with the Service Delivery Manager, Achievement and Enrichment to support the Local Authority's statutory functions around school improvement monitoring and brokerage.</p>
<b>Major Tasks</b>
<p>The post holder is responsible for providing specialist advice and guidance to Head Teachers and Senior Leaders and governors in schools.</p> <p>Key Areas of Responsibility: The post holder will:</p> <ul style="list-style-type: none"> <li>• provide Quality Assurance of School Improvement and provide information and challenge to school leaders and governing boards across all mainstream maintained primary schools in Telford and Wrekin.</li> <li>• use professional knowledge and expertise to contribute to the Local Authority risk assessment of maintained schools in line with the LA Securing School Improvement Protocol</li> <li>• identify support necessary for any mainstream primary school identified as being at risk, in line with the procedures outlined in the Telford and Wrekin Securing School Improvement Protocol document.</li> <li>• use professional knowledge and expertise to quality assure a school's own self-evaluation and plans for improvement, offering appropriate challenge and support to ensure these are robust and fit for purpose.</li> <li>• work in partnership with teams across the council to improve outcomes for children and young people across the borough, including vulnerable groups.</li> <li>• work in partnership with School Improvement providers in the borough to meet LA wide objectives for improving outcomes for pupils and to support improvement within individual schools</li> <li>• liaise with schools regarding any OFSTED inspection offering support as appropriate.</li> </ul>
<b>Contacts &amp; Relationships</b>
<p>Internal Contacts: Director, Service Delivery Managers, Team Leaders and other officers from across the Council.</p> <p>External Contacts – Ofsted, Schools, governors. A key element of the role will be to build mutually respectful and trusting relationships with Head teachers and senior leaders.</p>
<b>Creativity</b>
<ul style="list-style-type: none"> <li>• Use imagination and creative skills to identify and put in place appropriate partnership/team working arrangement to contribute to the effective development of Leadership and Management in schools and to build strong school to school partnerships through liaison with various external school improvement providers, including MATs and Teaching Schools.</li> <li>• Use experience and professional knowledge and creative skills to identify new effective approaches to improving teaching and learning in order to raise standards.</li> </ul>

- Use creative skills to identify innovative, effective approaches to achieve Council priorities for example improving standards of attainment to above national averages at all key stages and to ensure pupils make better progress than their peers nationally in all phases of their education.

#### **Decisions**

The post holder will be involved in making professional decisions and recommendations independently. In cases requiring strategic direction or a change in policy discussions will take place with the SDM Achievement and Enrichment.

#### **Management & Supervision**

The post holder carries out high level tasks working independently and using their professional skills and knowledge. The post holder will be responsible for liaising with other professionals, both external and within the council, to provide a cohesive approach to school improvement.

#### **Supervision Received**

The post holder will work under the supervision of the SDM Achievement and Enrichment, as part of the School Performance Team.

#### **Complexity**

This role brings together many very highly complex functions associated with understanding the context and performance of a school and bringing school improvement services together to support improvement. Tasks range from working with staff and children in schools to staff from a wide range of agencies. The post holder will need to work closely with staff and agencies supporting school settings to ensure seamless integration of service delivery. The post holder will be responsible for putting in place appropriate and complex partnership working. This post requires excellent negotiation skills and, in supporting the work of schools and governing bodies, may include attendance at meetings outside of the traditional working day or week.

#### **Resources**

Resources available should be managed creatively to achieve the best possible outcomes for children, schools and settings.

The post holder will be required to manage personal and sensitive information about individuals and schools.

The post holder will be responsible for managing their own diary and workload to meet objectives set.

#### **Impact**

This post will be responsible for the impact on a range of council priorities including:

- School performance in terms of OFSTED inspection outcomes
- Attainment and achievement outcomes for pupils, including vulnerable groups

#### **Physical Demands**

The level of physical demands would be that expected of a typical desk based job, such as carrying laptop and/or files to meetings and setting up for meetings/training events. Travel to schools and meetings is an integral part of the job and the post holder will need use of their own vehicle. Travel expenses apply in line with Council policy.

#### **Working Environment**

In the main this post works in the environmental equivalent to working in an office in terms of heat, ventilation and lighting. There may be occasional exposure to conditions such as would be found outside; for example travelling for meetings and site visits.

**Emotional Context**

The emotional strain this role is expected to face would be limited.

**Other**

The postholder will be expected carry out any other duties as are within the scope, spirit and purpose of the job, commensurate with the grade.

The postholder will be expected to actively follow Telford & Wrekin Council policies, including those such as Equal Opportunities, Human Resources, Information Security and Code of Conduct etc.

The postholder will be expected to maintain an awareness and observation of Fire and Health & Safety Regulations.

## Person Specification

Criteria	Standard
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Degree level or equivalent</li> <li>▪ Qualified teacher status</li> <li>▪ Evidence of commitment to continued professional, managerial and personal development</li> <li>• Ofsted qualification or equivalent experience as a senior leader in school</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive experience of working in schools at either Head Teacher or Senior Management level</li> <li>• Experience of tackling complex school improvement issues effectively</li> <li>• Experience of managing and developing teams, including dealing with difficult people management issues</li> <li>• Experience of delivering cost effective services and minimising waste</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of current government policy relating to all areas covered by the main job task.</li> <li>• Knowledge of relevant local priorities as set out within Council plans</li> <li>• Working knowledge of all areas covered by main tasks attained through qualification or CPD.</li> <li>• Knowledge of legislation including statutory requirements for areas identified by main tasks</li> <li>• Knowledge of inspection regime relating to main tasks</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively at all levels including senior management, employees and external partners</li> <li>• Ability to establish mutually respectful and trusting professional relationships with a range of partners</li> <li>• Ability to negotiate and persuade with external partners and other organisations concerning complex and large scale issues</li> <li>• Ability to effectively convert data into information which can inform strategy and develop priorities</li> </ul>
<b>Personal style &amp; behaviours</b>	<ul style="list-style-type: none"> <li>• Develops good relationships with others by behaving with integrity, treating people with respect and leading by example</li> <li>• Promotes diversity and equality of opportunity</li> <li>• The nature of the post means that there will be a requirement to work flexibly with some evening work</li> </ul>
<b>Fluency Duty*</b>	<p>C2 Mastery or efficiency</p> <p>The post holder will need to be an advanced user of language, understanding with ease everything heard or read, including in this professional context. The post holder will need to be able to extract key information, summarise and reconstruct arguments and evaluations in a coherent presentation.</p> <p>The post holder will need to be able to express themselves spontaneously, very fluently and precisely in the most complex situations and to a range of audiences.</p>
<b>Political Restrictions**</b>	This post is not subject to political restrictions.

We will ensure, so far as is reasonably practicable, that no disabled applicant is placed at a substantial disadvantage. This Person Specification includes what we believe are fully justifiable essential selection criteria. Provided that the selection criteria unconnected with the disability are met, we will make ALL reasonable adjustments in order that someone with a disability can undertake the duties involved.

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Type of criminal records checks required for this post	Ticked as required
None	
Basic Disclosure	
Standard Disclosure	
Enhanced Disclosure	x
Working with Adults - Regulated Activity	
Working with Children - Regulated Activity	