



LONDON BOROUGH OF MERTON
CHILDREN, SCHOOLS & FAMILIES DEPARTMENT
JOB DESCRIPTION

POST TITLE: Head of School Improvement

Grade: Soulbury 30 - 33

DIVISION/SECTION: Education

Location: Civic Centre

Responsible to: Assistant Director CSF, Education

Responsible for: School Improvement, Governor Support, Virtual School, Schools IT, Educational Psychology, Sensory Impairment

Post number:

Date: March 2015

MAIN PURPOSE

Subject to the overall direction of the Assistant Director; contribute to the strategic direction of the Education Leadership Team; and take overall responsibility for the LA's School Improvement Strategy.

MAIN DUTIES AND RESPONSIBILITIES

1. The Assistant Director (Education) is supported in the core strategic leadership of the division.
2. Responsible for a range of services including school improvement, Governor Services, Virtual School, Schools IT, & Educational Psychology, Sensory Impairment.
3. Coherence is created across education phases and schools are enabled to work together to bring about necessary improvements.

4. Merton's school improvement strategy is implemented consistently with particular focus on building schools' capacity to be self-improving.
5. Staff and teams have the skills and knowledge and understanding to fulfil their roles and responsibilities effectively in line with national requirements and key local priorities.
6. The performance of underachieving groups is positively addressed through targeted and timely challenge, support and intervention.
7. Appropriate and effective partnerships are built with other services, schools and settings, stakeholders and partners.

Strategic management:

1. Work with the Assistant Director on the strategic development and direction of the Education Division and CSF department;
2. Line manage and deploy inspectors in order to meet team objectives and service demands;
3. Work with the Assistant Director on the LA's internal review processes, including service planning and the monitoring of relevant strategies, plans and key performance indicators;
4. As part of line management responsibilities undertake the appraisal, performance management and professional development of staff;
5. Draft committee papers, briefing notes and reports as required and advise elected members as appropriate;
6. At the direction of the Assistant Director to take overall responsibility for specific projects and the delivery of activities identified in departmental and service plans;
7. Deputise for the Assistant Director as required at meetings, conferences, working groups etc;
8. Ensure that all budgets relevant to the post are managed and monitored effectively, that resources are used efficiently and savings secured in line with targets.

School self review and improvement:

9. Develop partnership working between the service and educational leaders and governors in schools, colleges and settings to promote continuous improvement in leadership & management, attainment and progress, quality of provision, access and inclusion and safeguarding.

10. Ensure that the LA exercises its statutory responsibilities for raising standards and achievement, promoting inclusion and safeguarding through monitoring, support, challenge and effective intervention.
11. Ensure the effective implementation of the LA's school improvement strategy, ensuring that support services and intervention are targeted effectively.
12. Report on standards, progress and achievement effectively and openly to Headteachers and leadership teams, governing bodies, the Director of Children, Families and Schools, Assistant Directors, Lead Members and Children's Scrutiny Committees and other stakeholders as appropriate.
13. Monitor the performance of all schools and ensure robust improvement plans, and LA Support Plans, in all schools requiring improvement;
14. Provide general curriculum and management advice and support to schools and settings as required.
15. Ensure that the professional development needs of officers, head teachers and governors are addressed in relation to school self review, target setting and the improvement of teaching and learning.
16. Review and quality assure centrally provided training and development for schools and settings.
17. Negotiate and agree contracts with service providers as required for the delivery of specific support to schools and monitor the quality of provision;
18. Lead responsibility for the development of the Merton Education Partnership;
19. Contribute to the development of cross-borough partnership arrangements.

GENERAL RESPONSIBILITIES

1. To contribute to the delivery of the corporate and departmental objectives identified by the Council.
2. To make an appropriate contribution to working groups set up within the Department and across departments within the Council.
3. To support the LA policies on inclusive education and safeguarding.

4. To support the implementation and evaluation of the Merton Children & Young People's Plan, Early Years Development and Childcare Plan, SEN Policy and any other such plans and policies relevant to the post.
5. To report on work in schools and other educational establishments as required.
6. To ensure that corporate and departmental Health and Safety policies are implemented at all times and to raise any concerns regarding their operation, or any other health and safety matters with the appropriate line manager.
7. To be aware of the Council's Equal Opportunities Policy, to understand it and adhere to the policy. To ensure that good practice in equal opportunities is promoted and reflected in all aspects of the postholder's remit and that discrimination in all its forms is challenged.
8. To take responsibility for project management as required by the Director.
9. To develop guidelines and resource materials as appropriate to the remit of the postholder.
10. To tender/prepare bids for grants and other funding as required on behalf of the LA. To manage contracts with outside agencies/consultants as required.
11. To contribute to the central programme of professional development, including the identification of needs, planning and delivery of high quality in-service training.



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EXPERIENCE

1. Successful teaching and middle and/or senior leadership experience in schools or senior inspection / advisory experience
2. Experience of supporting successful school improvement planning and implementation;
3. Experience of being an effective leader and achieving intended outcomes for teams and the organisation;
4. Experience of working as a senior manager leading and managing people, initiatives and innovation;
5. Experience of dealing with and analysing data and broader information whilst under pressure, and of effectively communicating this information to others in written and oral form;
6. Experience of writing and presenting policy and strategy and recommending appropriate future action.

7. A proven commitment to promoting equal opportunities and inclusive practices.

KNOWLEDGE, SKILLS AND UNDERSTANDING

8. Leading edge knowledge of school improvement and the role of the local authority in promoting and supporting school improvement;
9. High level knowledge of the characteristics of effective teaching and learning and how improvement can be achieved;
10. Up to date knowledge of legislation and guidance, notably the Children and Families Act and national curriculum requirements;
11. Ability to challenge as well as support underperformance; evidence of impact in current and previous roles.
12. Ability to provide strategic leadership for the service in the context of increased autonomy and diversity in the school system;
13. Ability to manage projects successfully, to plan, implement and monitor to ensure agreed objectives are achieved and deadlines met.
14. Ability to manage and work alongside senior officers within the service, the department and the wider Council to meet the demands of the service.
15. Ability to meet the demands of competing and challenging priorities, to prioritise, manage time effectively and meet tight deadlines.
16. Ability to lead teams and contribute to and influence the Education Leadership Team.
17. Evidence of having managed substantial budgets effectively.