

## Technical Specialist (Tier 4)

### SCHOOL SUSTAINABILITY LEAD OFFICER (0.6 FTE)

Soulbury 21-26

<b>Directorate:</b>	<b>Communities: Education Services</b>
<b>Accountable to:</b>	<b>Strategy and Commissioning Manager, Education and Early Years</b>
<b>Accountable for:</b>	<b>Contributory responsibility to School Improvement budget</b>
<b>Politically restricted post</b>	<b>Yes</b>

#### Context

You will play an active role as part of our commissioning team working in partnership with Delivery Leads or Lead Commissioners to deliver our organisational outcomes. It will be important to coordinate and collaborate with the School Improvement Lead Commissioner to provide coherent planning and required outcomes for school improvement and to undertake effective resource management from available funding for schools in exceptional circumstances.

As the technical specialist you will provide a high level of expertise in your professional discipline. You will design and shape solutions to achieve the service delivery plans or commissioning intentions.

You will develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and customers.

#### Specific role assignment

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<b>Subject Area responsibilities</b>	<p>Contribute to the successful delivery of the Warwickshire Education Strategy including responsibility to:</p> <ul style="list-style-type: none"><li>• contribute to the Council's/Education Service's Strategic Sustainability meetings relating to schools in financial difficulty</li><li>• chair Education Service's Sustainability Action Group meetings for maintained schools in financial difficulty</li><li>• influence, monitor and challenge Warwickshire schools to secure financially sustainable, high quality provision and effective resources planning</li><li>• liaise effectively with WCC officers within Schools Finance and HR to ensure that appropriate support is provided for maintained schools in financial difficulty</li><li>• provide support for the consideration of structural solutions and related actions and processes as appropriate</li><li>• support the Warwickshire school-led system for the improvement of performance, standards and quality of learning and outcomes for all schools.</li><li>• enable the Local Authority to undertake its role in supporting and challenging schools including working with senior leadership teams and school governance, identifying schools requiring Warning Notices in accordance with statutory guidance.</li><li>• demonstrate current and relevant knowledge of performance and standards and the quality of provision in primary and secondary schools</li></ul>
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	<ul style="list-style-type: none"><li>• contribute to an annual school performance risk assessment in relation to all Warwickshire Schools which considers leadership and management, attainment, progress and wider achievement of all groups of pupils</li><li>• provide timely and accurate reports, briefings and information on behalf of the LA to feed into WCC monitoring and governance arrangements.</li><li>• represent the LA at meetings with staff and parents where a maintained school is judged inadequate by Ofsted</li><li>• maintain close working relationships with Teaching Schools to build capacity for school- led school improvement and development of System Leaders</li><li>• monitor and maintain an overview of the impact of the work of System Leaders supporting school improvement in Warwickshire</li><li>• provide challenge to school leaders relating to performance, finance, resource management and including specific support for schools in exceptional circumstances</li><li>• develop and maintain effective relationships with schools, colleges and settings in order to identify and disseminate good practice.</li><li>• contribute as an effective and collaborative member to the school improvement team to promote and secure service development</li><li>• research and identify supportive practice to help strengthen the work of the School Improvement Team engage with and maintain effective communications with national and regional statutory bodies (OFSTED, DfE, RSC, STA)</li><li>• ensure the Strategy and Commissioning Manager for the Education and Early Years Service is appraised of risks and issues regarding the education provision within mainstream schools</li><li>• demonstrate responsibility to be conversant and compliant with statutory responsibilities and related policy for schools, including key areas such as legislation, safeguarding, equality and diversity.</li><li>• be able to travel effectively, on a regular basis, across the whole county in line with service policy and practice</li></ul>
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<b>Statutory responsibilities (if applicable)</b>	<ul style="list-style-type: none"> <li>Warwickshire County Council has an overarching statutory responsibility for the provision of education which underpins the council's obligations to the Warwickshire family of schools. It is a duty to:</li> <li>promote high standards</li> <li>ensure fair access to opportunity for education and training;</li> <li>promote the fulfilment of learning potential.</li> </ul> <p>The above duties apply to the provision of education to all children who are resident in Warwickshire in all types of schools.</p>
<b>Specific qualifications/and registration</b>	Qualified Teacher Status
<b>FTE responsibility (line management)</b>	Not applicable
<b>Key stakeholder relationships</b>	Other WCC directorates and education services Schools finance and HR officers Headteachers Chairs of Governing Bodies/Trust Boards School business managers Heads of Teaching Schools via Warwickshire School Improvement Partnership All relevant Diocesan Boards

### Generic capabilities of the role

Generic Capability	Descriptor
Strategic thinking & planning	<ul style="list-style-type: none"> <li>Identification and design of solutions to meet business requirements for the service(s)</li> <li>Contribute to short term strategies and plans to meet demand for the service(s)</li> <li>Use of insight, best practice and research to achieve service outcomes</li> </ul>

- Contribute to the commissioning intentions, key business measures and plans
- Contribute to the 1-year delivery plan in conjunction with the delivery teams
- Contribute to the development of policies
- Ensure that insight, best practices, market research and trends are considered in the

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commissioning intentions.

- Create, identify and respond to opportunities to support the delivery of organisational outcomes.
- Encourage the development of new solutions to meet future organisational needs.
- Understand, articulate and implement best practices related to area of expertise

Generic Capability	Descriptor
Innovation & change	<ul style="list-style-type: none"> <li>● Focus on new ideas, improvement and innovation</li> <li>● Problem solver</li> </ul>

- Undertake periodic review(s) of technical specialism to maintain market awareness, identify areas of improvement, emerging thinking, legislative / regulatory changes
- Support the development of options appraisals to assess the most suitable means of achieving service outcomes.
- Solve complex technical problems effectively and quickly, via insightful diagnosis
- Shape long term solutions to meet service requirements
- Act as an agent and leader of change
- Demonstrate active engagement in improving organisational performance
- Provide expert advice to those engaged in activities where the technical specialism is applicable

Generic Capability	Descriptor
Influence & relationship management	<ul style="list-style-type: none"> <li>● Relationship development and management</li> <li>● Influence and shapes the market</li> <li>● Thought leader</li> <li>● Collaborative working</li> </ul>

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- Develop and maintain professional networks
- Support the development of key partnerships
- Increase the expertise of others to apply specialist knowledge leading to increased organisational capability.
- Support the shaping and influencing of the market
- Support any required consultation activities

Generic Capability	Descriptor
Finance & commercial	<ul style="list-style-type: none"> <li>• Effective budget setting and monitoring</li> <li>• Contract negotiation and commercial partnership management</li> <li>• Quality monitoring and measurement</li> <li>• Oversight of contract set up, establishment and ongoing monitoring</li> </ul>

- Manage budgets in line with commissioning outcomes, including commercial and trading targets
- Take action where the performance of schools is unsatisfactory
- Ensure compliance to the specific statutory, compliance, contract, practice and performance framework
- Manage the decommissioning of contracts where applicable

### WCC values and behaviours

The post holder must be able to demonstrate that they role model the WCC values and behaviours.

### Our Values – The Warwickshire DNA



High performing



Collaborative



Customer focused



Accountable



Trustworthy

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## Our Behaviours



**Strategy...** the direction we will take to achieve our outcomes



**Plan...** what we will do to achieve the strategy



**Commissioning...** the process of how we will plan, purchase and monitor our services



**Strategic Commissioning...** the process for understanding, planning and delivering services to achieve the best outcomes



**Operational Commissioning...** the process for meeting need at an individual level or to a specific group



**Delivery...** providing services to our customers



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