



HILLINGDON

LONDON

Job Profile

JOB TITLE: Head of Education Improvement and Partnership

GRADE: HoS 1

POST NO: TBC

JOB TIER: 4

DBS/ ISA CHECK: Enhanced

GROUP: Children's Services

SERVICE: Education

REPORTING STRUCTURE

Reports to: Assistant Director for Education

Direct Reports: up to 8

Indirect Reports: Up to 120 posts

ROLE PURPOSE:

Working as a member of Education Services management team, lead the overall operation of a high-quality education improvement, standards and partnership service, with specific responsibilities in:

- providing management capacity for education improvement, standards and partnership across Early Years, Primary, Secondary, Post-16 and the Music service
- supporting the Director of Education & SEND and the Assistant Director for Education by implementing the operational work in relation to improvement, standards and school partnership
- being responsible for supporting all teams within the Education Improvement and Partnership Service in working coherently to deliver a high quality service
- providing support to the Director and the Assistant Director in developing the Hillingdon Learning Partnership by making a strong link with the school leaders and the local school improvement partnerships
- ensuring key partners and external consultants are supported in making an effective contribution to the borough-wide education improvement strategy.

A. Job Description

1. People Management

- Provide support to the Assistant Director for Education in planning and implementing a professional development programme for the Education Services
- Ensure all staff in Education Improvement and Partnership Service receives the appropriate level of communication to maintain engagement with the Council's vision, priorities and activities
- Deputise for the Assistant Director for Education as required.

2. Customer Management

- Provide a lead front-line role in establishing and maintaining a strong working relationship with school leaders, Academy Trusts, Regional School Commissioner, Ofsted and DfE in supporting and challenging local schools to deliver excellent outcomes for Hillingdon learners.

- Champion and promote educational excellence, whether schools are maintained, Academies or free schools that are part of, and accountable to, the Hillingdon educational community
- Develop and maintain a strong working relationship between the local authority and schools, Academies and the local self-improving system leaders
- Regularly review the Service's priorities to ensure that it provide a service that is seen by the schools as adding value to what they are doing
- Continue to grow the Hillingdon Learning Partnership, taking into account the strategic priorities across the borough.

3. Operational Service Delivery

- Manage the Education Improvement and Partnership Service to secure effective operational implementation in all service areas
- Take the lead responsibility for the development and implementation of the borough's School Causing Concern policy and process
- Apply an evidence-based approach in ensuring the unified education management information is utilised and analysed by the team in order to provide an overview of the performance of all schools and settings, preventing the slide into poor performance in schools irrespective of the status of the provider
- Challenge under performance in Local Authority schools, plan intervention where school failure is a risk, and maintain an accurate and up to date database on the performance of schools and pupils
- Play a central role in achieving a collective approach towards vulnerable and disadvantaged pupils to close the attainment gaps, identifying the schools that may require a "team around school" support
- Work across all relevant Council departments and services, and with service partners, in the interests of achieving high quality educational outcomes for every child and of securing appropriate safeguarding policies and procedures in every school and setting
- Manage the delivery and oversight of Hillingdon's Music Service, including robust financial oversight of grant income and expenditure, and ensuring appropriate assessments are conducted for all performances
- To be the lead officer for Hillingdon's ambitious education strategy. To work collaboratively with partners and stakeholders to improve outcomes

for Hillingdon's children and ensure there is effective governance around strategy implementation.

- To be the main contact when schools complain to the local authority.
- Manage the delivery and oversight of the statutory Early Years Service in Hillingdon, including robust financial oversight of grant income and expenditure and placement sufficiency planning.

4. Service Planning & Development

- Be responsible for the successful delivery of the themes and workstreams within the Education Strategy for children and adults across Hillingdon.
- Develop service plans for Education Improvement and Partnership Service, including securing appropriate safeguarding policies and procedures in every school and other settings.
- Plan with team members appropriate allocation of resources to support targeted intervention in schools
- Work with team members in analysing and interpreting performance data and local intelligence to identify school needs and shape work patterns
- Regularly report to the Assistant Director on the strengths, weaknesses and impacts of the local authority's education improvement strategy and operation
- Co-ordinate the planning and evaluation cycles of the service
- Ensure a strong delivery model for the Hillingdon Music Service across the Borough

5. Financial & Resource Management

- Ensure all purchasing and procurement is conducted in line with the corporate guidelines with appropriate use of the Council's financial systems.
- Ensure that all workforce expenditure is compliant with corporate guidance and that any temporary resource is purchased through the Council's agency contracts.
- Secure probity in the schools' management of public funds in Hillingdon.
- Develop and deliver a comprehensive, successful traded offer for schools.

- Regularly monitor budgets ensuring all spending is in line with budgets set, considering ways of increasing income for the services where appropriate
- Attend all meetings of School's Forum.
- Ensure effective policies and procedures are in place for the administration of Early Years funding.
- Ensure there is sufficient childcare within Hillingdon for parents to access, including free entitlements.

6. Continuous Improvement

- Implement continuous monitoring of team and individual performance and productivity to ensure the delivery of the service is most efficient while being effective.
- Manage the implementation of improvement initiatives and change programmes using the Council's Project Management and Service Improvement methodologies.
- Support the transformation of services in a robust and safe manner delivering improvements in line with the Council's operating model.

7. Contacts

- Essential to the successful delivery of the role will be effective liaison with partners in education in Hillingdon including Academies and Academy Trusts; the diocesan authorities and other faith groups, regional and national government agencies with an interest in education, training and safeguarding, Further Education, Higher Education partners and the adult education community

8. Additional Responsibilities

- Complete other reasonable tasks in order to fulfil role purpose or as instructed by management.
- Deputise for the Assistant Director for Education in their absence as required.

9. KEY PERFORMANCE INDICATORS

- Aspiration of every child in Hillingdon attending a good or outstanding school

- All children under 5 will have access to a childcare place.
- Deliver against any agreed Service Levels and 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.

B. Person Specification

This person specification will be used for recruitment to **Head of Education Improvement and Partnership** in LBH. It will form the basis of the application form, and candidates will be also assessed against aspects of this person specification at interview.

1. QUALIFICATIONS	ESSENTIAL ✓	DESIRABLE ✓
Qualified Teacher Status	✓	
Past or current OFSTED HMI (Education)		✓
Evidence of continuing professional development.	✓	
2. STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL ✓	DESIRABLE ✓
Ability to work flexibly to attend meetings out of hours as and when required	✓	
3. EXPERIENCE	ESSENTIAL ✓	DESIRABLE ✓
A successful track record in education improvement achieved in the context of a local authority, school, Academy/free school or further/higher education	✓	
Successful senior leadership experience in a school or local authority	✓	
Successful experience in managing, leading and motivating a high performing team	✓	
Experience in strategic planning and in meeting identified objectives in education	✓	
Experience as a Local Leader of Education (LLE), Specialist Leader of Education (SLE) or National Leader of Education (NLE)		✓
Successful experience in establishing and maintaining effective monitoring and evaluation systems in education improvement	✓	
Experience of commercialisation of local authority's school standards and improvement service		✓
Experience of effectively leading a service with reduced levels of funding by adapting new ways of working	✓	
4. KNOWLEDGE & SKILLS	ESSENTIAL ✓	DESIRABLE ✓
A good knowledge and understanding of key national and local education priorities & funding landscape	✓	
Good understanding of systems which identify a school's strengths and weaknesses through the use of performance management and external benchmark	✓	
Excellent skills in data analysis to identify strengths and weaknesses in school performance and provide appropriate solutions	✓	
Strong professional credibility and influence in successfully building and developing partnerships with school leaders, with the skills to establish trust for productive partnership	✓	
A good understanding of how to ensure all children and young people, particularly the most vulnerable	✓	

and disadvantaged have access to a good quality education, closing the attainment gaps		
Able to lead strategic planning to develop effective joint working and multi-agency working at the level and scale comparable to this position	✓	
Proven skills in effective working with schools, colleges, early years and childcare providers and youth services within a multi-agency and multi-disciplinary setting	✓	
5. COMPETENCIES	ESSENTIAL	DESIRABLE
Passion to make a difference: Strives to improve outcomes for customers, identifying efficiencies and smarter ways of working, and encouraging creative input from others- so that solutions developed are practical, fit for purpose and implemented appropriately.	✓	
“Can do” positive attitude: Identifies opportunities for organisational change, taking into account the wider impacts of change; ensuring the needs of stakeholders and customers are considered and acts as a positive role model for new initiatives.	✓	
Leads and inspires others: Values the contribution of others and fosters a culture of respect, encourages constructive, open feedback and innovative thinking.	✓	
Credibility: Gives clear and consistent direction on business strategies and objectives, involving others whilst retaining corporate accountability.	✓	
Drives improvement: Examines and considers risk, balancing risks against improvements, and ensures improvement plans are appropriately resourced and supported.	✓	
Strategic thinker: Understand and examine the wider public sector business environment, contributing to new business strategies and identifying and managing risk.	✓	
Decision maker: Willing to make difficult decisions and remain accountable for those decisions and takes personal responsibility for communicating these.	✓	
Team Player & Networker: Facilitates effective team, customer and stakeholder relationships to achieve organisational objectives. Works and liaises with other senior management teams across departments and wider public sector.	✓	
Management: Ensures effective business delivery through influencing and motivating others, providing direction, promoting a culture of high performance and an environment of dignity and respect.	✓	
Communication: Uses tact and persuasion to influence others, confidently, clearly and consistently delivering key messages to teams and external stakeholders.	✓	

