

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

School Improvement Partner

School Effectiveness Service, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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Purpose and impact:

To lead and manage school improvement within the School Effectiveness team, ensuring that all maintained Primary schools within West Northamptonshire are effective, have appropriate governance in place and deliver high quality education for all learners.

To challenge, intervene and monitor where schools are causing concern in order to improve outcomes for children and young people

Accountable to:

This role is accountable to the Head of School Effectiveness and Early Years, and sits within Children and young People's Service, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

1. To ensure the delivery of a range of school improvement and intervention services to include but not limited to: learning walks, review of School development Plans; data analysis; subject leader development; book looks; gathering pupil voice; review of attendance
2. To be an effective member of the school effectiveness team by challenging and supporting maintained schools, developing school support plans, where appropriate and as and when required.
3. Ensuring effective communication with allocated schools, acting as the first port of contact for headteachers, and to signpost headteachers to other education services such as Safeguarding in Education, other education services, Governance, finance, HR and Legal
4. Lead on a key area within the school effectiveness team for example (but not limited to):
 - curriculum development
 - subject specific specialism
 - data analysis
 - attendance
 - SEND
 - inclusion.
5. Challenge performance using data analysis, the use of the Inspection Data Summary Report tool
6. Lead training/CPD within schools or more widely as part of a service wide training offer
7. Participate in discussions with HMI as part of a school's Ofsted visit, sharing strengths and any identified areas for improvement
8. Escalate to the Head of Service the need for informal and formal intervention and work with the head of Service to exercise powers of intervention
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.

10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Expertise in data analysis for the purpose of evaluating and monitoring performance	E	A, I, T
Ability to work effectively as part of a team and to bring out the best in people	E	A, I
Ability to hold challenging conversations with key stakeholders and to build positive relationships	E	A, I, T
To be resilient, self-motivated, and able to manage time effectively	E	A, I, T
Demonstrable and successful leadership and management skills	E	A, I, T, P
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	E	A, I, P

Knowledge:	Essential / Desirable	Measured by
Up-to-date knowledge of regional and local priorities for education including pressures/challenges	E	A, I, P,
Current knowledge of the Ofsted framework for schools and the implications of recent changes	E	A, I, P
Specific knowledge of primary or secondary curriculum and pedagogy	E	A, I
Knowledge of key legislation pertinent to education and school effectiveness	E	A, I, P

Relevant experience:	Essential / Desirable	Measured by
Demonstrable, successful senior leadership experience in a school	E	A, T, I, P,
Substantial and effective teaching experience in at least two key stages and within more than one school	E	A, I
Evidence of improving outcomes	E	A, T, I, P

Education, training and work qualifications:	Essential / Desirable	Measured by
Degree of Equivalent	E	A, I, D
Recognised teaching qualification	E	A, I, D
Evidence of further professional Development (NPQH, NPQSL, M. Ed etc)	D	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

Additional pre-employment checks specific to this role include:

Enhanced Disclosure and Barring Service check, Prohibition from Teaching.

Day-to-day in the role:

Hours:	37 hours	Primary work base:	One Angel Square
Job family band:	WNC Soulbury	Worker type:	Part-Flexible
Salary range:	WNC Soulbury 16-19 (£64,200 - £68,392)	Budget responsibility:	N/A
People management responsibility:	N/A		

Working conditions & how we work:

This role has been identified as part-flexible worker type. This means that you will have a specific work location but have the ability to work in other locations to meet the demands of your role. You will be expected to attend team meetings and other meetings, as directed, in the office.

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

