



Coventry City Council

Job Description

Job Title:	Education Standards, Performance and Governance Lead	Job Number:	N/A
Service:	Education Improvement & Standards	Grade:	Soulbury 13-16 (plus SPA)
Location:	Friargate, Floor 9		

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

- To make a strong and effective contribution to the achievement of Coventry's aim for every child in the City to attend a school that is judged good or better by the Local Authority and by Ofsted.
- To support the raising of standards in Coventry schools by providing leadership and management to designated local authority education services (Performance & Data Team, Governor Services, Early Career Teachers' Framework, Assessment and Moderation) so that these services demonstrate high standards of service delivery, continuous improvement and value for money.
- To develop, lead and implement the strategic direction for designated local authority education services and ensure that all teams provide high quality service according to their job descriptions, performance targets and Local Authority requirements.
- To ensure that designated local authority education services are rigorously planned, delivered and evaluated in terms of quality and outcomes and in ways which take full account of the views of all relevant stakeholders.
- To lead on the co-ordination of performance data for Education, liaising/linking with other areas in the Education Directorate in order to ensure cohesive cross cutting, consistent information for all.
- Lead on, participate in, and contribute to the effective establishment and implementation of bids to secure funding for improvement as required, monitoring and evaluating these.
- To contribute to the wider sub regional and West Midland partnerships as well as contributing to the wider 'One Coventry' vision.

Main Duties and Responsibilities:

1. Work with the Head of Education Improvement & Standards to set the vision, direction and strategy for designated local authority education services and provide oversight and accountability for their performance.

2. Lead on the development of policies and processes which support service delivery within designated local authority education services that promotes and enables collaboration and sharing of innovation/best practice to ensure continuous improvement.
3. Direct and implement the gathering of and presentation of relevant performance data, in order to ensure that reports are contributed to in a timely fashion and that data presentations are consistent, coherent and clear for all. Where appropriate liaise with other Education Heads of Service to co-ordinate data across teams and services.
4. Provide leadership of the LA statutory duties with respect to assessment in early years, KS1 and KS2.
5. Provide leadership of statutory training, support and advice to schools in order to help them improve the quality of teaching and learning, pupil provision and raise standards of achievement
6. Lead on projects and initiatives that promote the improvement of schools in liaison with the head of service: to include evaluating and researching to discern those that have the greatest potential for impact in our schools and then managing their implementation and evaluating their impact. This will include bid writing and drawing down funds.
7. Provide leadership of Governor Support Services ensuring an effective and responsive service which promotes a positive, collaborative and strong working relationship with schools.
8. Contribute to specific governor reviews where required to strengthen practice, and lead on improving school governance
9. Where appropriate, represent the Local Authority at key school events such as Ofsted feedback to schools and Headteacher recruitment in order to provide high quality advice and support to build excellent leadership capacity within the City.
10. Liaise with key partners across the city and the Teaching School Hub in relation to citywide training needs and ensuring an adequate and cohesive training programme.
11. Manage allocated revenue budgets, ensuring responsibilities are carried out in line with Coventry City Council requirements and that updates and reports to Heads of Service are timely and informative.
12. Undertake when required any other duties and responsibilities commensurate with the range of salary grade.
13. Provide reports as required by the Director of Education & Skills and Head of Service and present reports to elected members and other bodies as required.
14. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required

- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Data & Performance Management, Governance, Statutory assessment KS1&2, ECT Co-ordinator

Responsible to: Head of Service – Education Improvement & Standards

Date Reviewed: September 2021

Updated: January 2022



Coventry City Council

Person Specification

Job Title:	Education Standards, Performance and Governance Lead	Job Number:	N/A
Service:	Education Improvement & Standards Birth – 19 (25)	Grade:	Soulbury 13-16 (plus SPA)
Location:	Friargate, Floor 9		

Area	Description
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Knowledge:	<ul style="list-style-type: none">• A clear knowledge and understanding of the statutory policies, legislation and requirements affecting education and their implications for Local Authorities and schools
	<ul style="list-style-type: none">• Knowing from experience what constitutes high quality school leadership and management and what constitutes good teaching and learning in the school context
	<ul style="list-style-type: none">• Understanding of the Early Career Framework and up-to-date assessment and moderation requirements across Early Years and Primary
	<ul style="list-style-type: none">• Demonstrative understanding of quality standards and performance measures including those used by Ofsted
	<ul style="list-style-type: none">• Detailed knowledge of the requirements of the current National Curriculum and Ofsted evaluation schedule and practice and experience of supporting schools through Ofsted inspections
	<ul style="list-style-type: none">• Knowledge of how to use, interrogate and present data to inform effective performance management.
	<ul style="list-style-type: none">• Knowledge of how traded services can generate income and the functions and policies around that in the educational sector
	<ul style="list-style-type: none">• Understanding from experience strategic senior leadership and strategic financial management including budgetary planning and control

Skills and Abilities:	<ul style="list-style-type: none">• Interpret challenge and apply performance data and local information in order to confirm the performance of schools and pupil groups, and to identify areas of high or underperformance
	<ul style="list-style-type: none">• Able to create, direct and lead successful teams.
	<ul style="list-style-type: none">• Work with the team to agree appropriate procedures for improvement, identifying precise and timely actions to address weaknesses in those schools causing the Local Authority concern
	<ul style="list-style-type: none">• Assist the team in planning to address school weaknesses and lead chosen projects for improvement across all schools



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	<ul style="list-style-type: none"> • Maintain a detailed knowledge of whole school performance, including management and performance with regard to SEN, inclusion and expenditure
	<ul style="list-style-type: none"> • Produce concise, accurate, timely and useful reports for a range of audiences
	<ul style="list-style-type: none"> • Lead on coordinating data and performance reports in a consistent, cohesive and timely way, to support the School Improvement team and at times the wider Education team
	<ul style="list-style-type: none"> • Challenge poor practice, non-delivery of targets and/or agreements in the traded service
	<ul style="list-style-type: none"> • Ability to contribute to programmes and projects, represent the Education Improvement Team and disseminate information appropriately
	<ul style="list-style-type: none"> • Have credibility with and inspire confidence in headteachers, senior leaders, governors, councillors, trade unions and other stakeholders through displaying a high level of professionalism at all times
	<ul style="list-style-type: none"> • Excellent communication skills, both written and oral, and proven experience of challenging conversations and successfully managing critical incidents
	<ul style="list-style-type: none"> • Ability to work on own initiative and prioritise tasks

Experience:	<ul style="list-style-type: none"> • Experience as a successful Senior Leader in a Primary or Secondary school will be given priority consideration.
	<ul style="list-style-type: none"> • Proven track record of managing whole school interventions successfully
	<ul style="list-style-type: none"> • Evidence of working with or within a Local Authority on successful school improvement activities
	<ul style="list-style-type: none"> • Successful experience of organising a business response to strategic school needs
	<ul style="list-style-type: none"> • Successful leader and manager of change planning and implementation
	<ul style="list-style-type: none"> • Successful and innovative project planner and implementer
	<ul style="list-style-type: none"> • Evidence of effective liaison with colleagues in other sectors

Educational:	<ul style="list-style-type: none"> • QTS
	<ul style="list-style-type: none"> • Evidence of active pursuit of continuing professional development
	<ul style="list-style-type: none"> • High level degree with substantial experience at leadership level in education sector will be given priority

Special Requirements:	<ul style="list-style-type: none"> • This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service check will be required prior to appointment.
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Date Reviewed: July 2021

Updated: January 2022