

LANCASHIRE COUNTY COUNCIL

JOB DESCRIPTION POST OF CURRICULUM AND ASSESSMENT CO-ORDINATOR			
School Improvement Service 0-11 years		Location:	Agile
Establishment/Team:		Education Improvement	Post No: F-533-0001
Grade:	Soulbury 23 – 29 & 3 SPAs subject to criteria max starting salary point 26	Designated Line Manager:	Head of Service Education Improvement
Staff Responsibility: Yes		Number of Staff Directly Supervised: Approximately 25	Which Business Plan incorporates this Post? School Improvement
<p>Core Purpose</p> <p>Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.</p> <p>Corporate Objectives</p> <p>Lancashire a place where people can</p> <ul style="list-style-type: none"> • Feel safe • Lead healthy lives • Get help if they need it • Learn and develop • Work and prosper • Travel easily and safely • Enjoy a high quality environment <p>The purpose of this job is to:</p> <ul style="list-style-type: none"> • Be the strategic lead on curriculum and assessment in Lancashire, including the statutory functions surrounding primary assessment • Provide high quality support, challenge and monitoring for a number of schools to help them achieve school improvement. • Strategic leadership of the Local Authority's marketed offer for curriculum CPD within primary schools. 			
<p>CORE TASKS:</p> <p>1. Organisation, leadership and management of LA's statutory duties in relation to primary assessment. Including planning for, leading and evaluating the provision of statutory moderation</p>			

across the authority, training and quality assuring the work of teams of moderators, providing guidance for schools on statutory assessment and leading on monitoring and maladministration. Managing related budgets.

2. Organising, leading on and contributing to delivery of a marketed programme of courses and consultancy in relation to curriculum and assessment in primary and special schools.
3. Working with the Key Schools Project Team Leader to provide a lead on the provision of assessment data across the authority, for schools and for advisory staff; including attainment and progress, data to support tracking, data to support in identifying underachievement across all groups.
4. Working with the Key Schools Project Team Leader to provide a lead on the provision of assessment products across and beyond the authority including the Pupil Attitude Questionnaire, The Parental Questionnaire, Lancashire Tracking Tools, PIVATs. Managing related budgets.
5. Line management of the Assessment Consultant and a team of Teaching and Learning Consultants within Lancashire Professional Development Service (LPDS) and others, providing strategic leadership on effective CPD to support schools in developing their 'World Class' curriculum to meet the needs of their children.
6. Contribute to the development of, and implement arrangements for, providing high quality advice and support for a group of primary schools on curriculum and assessment matters, leadership and management and the achievement of school improvement.
7. Contribute to the development and monitoring of school self-evaluation strategies and outcomes in a group of primary schools as a School Adviser.
8. Contribute to the early identification of schools in difficulty-this could also include through locality boards and networks as well as through advisory work.
9. Contribute to policy development and prepare information for reports on the primary phase and specialist areas.
10. Contribute to the development of the Primary Team and participate in School Improvement Service Programmes of ongoing professional development.
11. Provide expertise within a marketed environment to ensure the LPDS income generation targets are successfully achieved, covering costs through the continued development of an effective course offer, school based consultancy that meets the needs of individual schools and value for money quality publications and resources.
12. Contribute to the development and implementation of inclusive practices, including those related to pupils with SEN.
13. Ensure collaborative work with SEN, Monitoring and Intervention Team, Secondary Advisers and Curriculum Teams in relation to both the school adviser and specialist roles, to achieve consistency, continuity and progression.
14. Provide leadership, advice and support to schools in relation to the specialism.
15. Keep up to date with, seek to influence and, where appropriate, implement locally, national developments relating to the specialism.
16. Represent the LA in local, regional and national bodies as required.
16. Collaborate with other Services on primary specialist matters.

Prepared by:	Delyth Mathieson	Date:	May 2021
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EQUAL OPPORTUNITIES: The County Council is committed to achieving equality of opportunity both in the delivery of services to the community and its employment arrangements. We expect all employees to understand and promote our policies in their work.

HEALTH AND SAFETY: All employees have a responsibility for their own Health and Safety and that of others while undertaking their duties. Employees have a general duty to assist the County Council in implementing its general statement on the Health and Safety policy.

PERSON SPECIFICATION FORM		
Job Title: CURRICILUM AND ASSESSMENT CO-ORDINATOR	Grade: Soulbury 23 – 29 & 3 SPAs subject to criteria max starting salary point 26	
Education Improvement Service 0 – 11 years	Post Number: F-533-0001	
Establishment/Team: Education Improvement		
Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Test (T), Other (specify)
Qualifications		
• Degree or equivalent	E	Application Form
• Qualified teacher	E	Application Form
• Further/Higher qualification beyond first degree	D	Application Form
Experience		
• Successful teaching experience in primary education	E	Application/Interview
• Significant experience as a successful senior leader	E	“
Knowledge/skills/abilities		
• Ability to plan and lead training for members of the advisory team and school staff.	E	Application/Interview
• Clear understanding and working knowledge of Early Years and primary assessment and also the Local Authority statutory monitoring and moderation functions surrounding this.	E	“
• Understanding of the key elements of effective quality assurance.	E	“
• Evidence of applying the outcomes of assessment to curriculum and school improvement.	E	“
• Broad repertoire of strategies for bringing about school improvement.	E	“

• Detailed understanding of the curriculum and assessment requirements of schools within current frameworks.	E	“
• Knowledge and understanding of current national initiatives and drivers for change at local / national level	E	“
• Knowledge and understanding of effective budget management within a traded environment, including different strategies for income generation so that challenging income targets can be achieved.	D	”
• A clear personal educational philosophy and vision for the future of education.	E	“
• Clear knowledge and understanding of effective CPD strategies within a marketed environment.	D	”
• Knowledge of, and commitment to, maintaining and further developing a strong team within an agile working context.		
• Ability to work to tight deadlines.	E	“
• Flexibility and openness to change.	E	“
• Strong interpersonal, written and oral skills.	E	“
• Relevant, marketable professional expertise.	E	“
• Strong support from referees.	E	Reference
Other (include special requirements)		
1. Commitment to Equality & Diversity	E	I
2. Commitment to Health & Safety	E	I
3. Full driving licence	E	A
This is an essential car user post banded at 1199 cc. However, in certain circumstances consideration may be given to applicants who as a consequence of disability are unable to drive.		