

# LANCASHIRE COUNTY COUNCIL

## JOB DESCRIPTION POST OF DEPUTY AREA TEAM LEADER

School Improvement Service 0-11 years		Location:	South and North
Establishment/Team:		1 x Primary South Incorporating ICP 7 and 8  1 x Primary North Incorporating ICP 1,2, 3 and 4	Post No: F-532-0001  F-532-0012
Grade:	Soulbury 23 – 29 & 3 SPAs subject to criteria max starting salary point 26	Designated Line Manager:	Senior Adviser (Area Team Leader)  South – Lee Pimlott  North – Julie Fryer
Staff Responsibility: Yes		Number of Staff Directly Supervised: TBC	Which Business Plan incorporates this Post? School Improvement

### Core Purpose

Making Lancashire a place where everyone matters. A place where everyone can enjoy equal and quality life chances and be respected in their communities.

### Corporate Objectives

Lancashire a place where people can

- 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

The purpose of this job is to:

- Work alongside the Area Team Leaders / ICP Network Facilitators to secure the highest standards of school improvement, primarily within the relevant footprints but also across the wider Service
- Provide high quality support, challenge and monitoring for a number of schools to help them achieve school improvement, within the context of local and county priorities
- Planning and implementation of specialist advice and support to contribute to professional development through marketed provision and/or in connection with a national or local initiative

**CORE TASKS:**

1. Work in full partnership with the Area Team Leader and / or ICP Senior Network Leads to support in the operational leadership and management of the school improvement services within the identified Area / ICP
2. Support the operational delivery and leadership of the ICP / TAS model as required
3. Contribute to the review of local area data and the development of strategic School Improvement planning across the networks and ICP area
4. Collaborate with other services, teams, agencies as part of the TAS within the ICP area
5. Hold strategic oversight of a portfolio of priority schools and report to senior officers as required
6. Assure the quality of the work of advisers within the area team through monitoring notes of visit, carrying out paired visits and leading appraisals
7. Mentor / induct new advisers and act as line manager to consultants as required
8. Contribute to the development of and implement arrangements for providing high quality advice and support for a group of schools and settings on curriculum and assessment matters, leadership and management and the achievement of school improvement.
9. Contribute to the early identification of schools in difficulty and liaise with SICB / MIT / other agencies as required
10. Contribute to policy development and prepare information for reports on schools / local area priorities; attending meetings to present as required
11. Contribute to the development of the School Improvement Team and participate in programmes of professional development.
12. Fulfil the School Service Guarantee in allocated schools or settings.
13. Contribute to the development and implementation of inclusive practices for all groups of pupils.
14. Ensure collaborative work with SEND, Access and Inclusion as well as Curriculum and Assessment teams to secure a cross service approach to school improvement
15. Contribute to and support local, regional and national developments relating to school improvement, including work with agencies such as RSC / DfE and MATs
16. Represent the LA on local, regional and national bodies as required.
17. Collaborate with other services, teams, agencies as part of the TAS within the ICP area
18. Represent the ICP Senior Network Lead as required

<b>Prepared by:</b>	<b>Delyth Mathieson</b>	<b>Date:</b>	April 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

<b>Job Title: DEPUTY AREA TEAM LEADER</b>	<b>Grade: Soulbury 23 – 29 &amp; 3 SPAs subject to criteria max starting salary point 26</b>	
<b>School Improvement Service 0 – 11 years</b>	<b>Post Number:</b> <b>F-532-0001</b> <b>F-532-0012</b>	
<b>Establishment/Team: South Incorporating ICP and North Incorporating ICP 1,2, 3 and 4</b>		
<b>Requirements (on the basis of the Job Description)</b>	<b>Essential (E) Or Desirable (D)</b>	<b>To be identified by: Application Form (AF), Interview (I), Test (T), Other (specify)</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>Degree or equivalent</li> </ul>	E	Application Form
<ul style="list-style-type: none"> <li>Qualified teacher</li> </ul>	E	Application Form
<ul style="list-style-type: none"> <li>Further/Higher qualification beyond first degree</li> </ul>	D	Application Form
<ul style="list-style-type: none"> <li></li> </ul>		
<ul style="list-style-type: none"> <li>Experience</li> </ul>		
<ul style="list-style-type: none"> <li>Successful teaching experience in education</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Experience as a school improvement adviser</li> </ul>	E	“
<b>Knowledge/skills/abilities</b>		
<ul style="list-style-type: none"> <li>Overseeing specific projects for school improvement in line with current service needs e.g. in 2021-22 this has been identified as Inclusion Hubs</li> </ul>	E	Application/Interview
<ul style="list-style-type: none"> <li>Ability to plan and lead training for members of the advisory team</li> </ul>	E	"
<ul style="list-style-type: none"> <li>Understanding of the key elements of effective quality assurance</li> </ul>	E	“
<ul style="list-style-type: none"> <li>Understanding of school improvement processes</li> </ul>	E	“
<ul style="list-style-type: none"> <li>Broad repertoire of strategies for bringing about school improvement</li> </ul>	E	“

• Understanding of the curriculum and assessment requirements of schools	E	“
• Knowledge and understanding of current national initiatives and drivers for change at local / national level	E	“
• A clear personal educational philosophy and vision for the future of education	E	“
• 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
<b>Other</b> (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.		