School Support Manager

£41,551 - £51,936

1 Lancaster Circus, City Centre

Fixed Term for 12 months commencing October 2016

Working 36.5 hours per week, you will be responsible for the effective and efficient management of professional support, assistance and advice to all subscribing maintained school and academy leaders, governors and academy sponsors, across all phases of education; with special responsibility for one of the three Area teams and for developing strategic links between the secondary area networks, numerous primary clusters and primary consortia in the Area.

You will be responsible for developing and implementing strategy and policy in relation to the management and organisation of schools in all phases and settings in one of the three Areas and to work with advisory and support staff to ensure continuous school improvement at all phases.

You will liaise with Legal Services and other agencies with regard to schools and the law and to lead the resolution of leadership and management issues as they affect senior staff, governors, parents and other stakeholders of the school.

You will play a full role in the intervention and targeted support for schools causing concern in line with local authority policy.

For informal enquiries contact Kathy McDonough 0121 303 2259 or Dave Yardley 0121 464 3174

Closing Date: 26 August 2016

Shortlisting will take place: w/c 5 September 2016
Interviews will take place: w/c 12 September 2016

Ref: CN3112016J

A Disclosure and Barring Service (DBS) check will be undertaken

“Right to work in the UK documentation will be fully checked for all applicants. All non UK and non EU applicants are required to apply for a Certificate of Sponsorship from Birmingham City Council and must be approved by the UK Border Agency (UKBA) before any employment offer can be confirmed.”

“The City Council is currently consulting on potential changes to its terms and conditions (in line with its s.188 notice) which may have an impact on any contract of employment that is offered should the candidate be successful”
People Directorate  
Job Description

Post: School Support Manager  
Salary/Grade: GR6

Division: BCC Education  
Section: School & Governor Support

1. **Job Purpose**

1.1 To be responsible for the effective and efficient management of professional support, assistance and advice to all subscribing maintained school and academy leaders, governors and academy sponsors, across all phases of education; with special responsibility for one of the three area teams and for developing strategic links between the secondary area networks, numerous primary clusters and primary consortia in the area.

1.2 To develop and implement strategy and policy in relation to the management and organisation of schools in all phases and settings in one of the three areas and to work with advisory and support staff to ensure continuous school improvement at all phases.

1.3 To liaise with Legal Services and other agencies with regard to schools and the law and to lead the resolution of leadership and management issues as they affect senior staff, governors, parents and other stakeholders of the school.

1.4 To play a full role in the intervention and targeted support for schools causing concern in line with local authority policy.

1.5 To be responsible for the leadership and management of the Area Team supporting schools at all phases

2. **Duties and Responsibilities**

2.1 To provide challenge as well as support, guidance and advice on all aspects of the strategic development of leadership and management and day to day management and administration in schools at all phases within the designated Area Team.

2.2 To hold Headteachers and Governing Bodies accountable for achieving school effectiveness outcomes imposed through post Ofsted action planning and to intervene directly using statutory powers where necessary.

2.3 To hold Headteachers and Governing Bodies accountable for meeting statutory requirements and to provide accurate advice on complex and high profile legal and technical matters to do with the effective governance and management of schools.
2.4 On behalf of Governing Bodies, to lead and manage disciplinary, conduct and grievance procedures as they relate to Headteachers and other senior staff in relation to child protection, serious fraud and other highly sensitive issues within schools in the area.

2.5 To lead high level and sensitive investigations regarding a wide range of school issues as directed by Executive Director, Education and/or Cabinet Member for CF&S.

2.6 To support area networks, extended school clusters, consortia, primary and secondary fora and the Governors Forum in the implementation of strategic outcomes for Children and Young People.

2.7 To investigate, prepare responses and take action on complex complaints and concerns received from Councillors, MPs, parents, members of the public, Head Teachers, Chairs of Governing Bodies, trade unions, the press and media and to assist schools in the presentation of a positive image in conjunction with the Department’s Press Office.

2.8 To represent the Executive Director, Education, in complex, sensitive and high profile formal procedures including school management, governance and organisation, statutory consultation procedures and the preparation and presentation of formal reports to the Cabinet and to be responsible for policy formulation in respect of a range of matters relating to schools and to explain and be an advocate for Cabinet policy.

2.9 To lead and manage the Local Authority crisis management support to schools requiring an emergency response.

2.10 To oversee the work of the members of one of the three area teams. To lead, manage, motivate and develop the team.

2.11 To undertake such other duties from time to time as may be commensurate with the grade and nature of the post.

**OBSERVANCE OF THE CITY COUNCIL’S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

3. **Supervision Received**

3.1 **Supervising Officer Job Title** Head of School and Governor Support

3.2 **Level of Supervision**

   Plan own work to ensure the meeting of defined objectives

4. **Supervision Given** (excludes those who are indirectly supervised i.e. through others).
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<thead>
<tr>
<th>Post Title</th>
<th>Grade</th>
<th>No. of Posts</th>
<th>Level of Supervision</th>
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<tbody>
<tr>
<td>Assistant School Support Manager</td>
<td>GR 5</td>
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5. **Special Conditions**

- This vacancy is exempt from the Rehabilitation of Offenders Act.
- A Disclosure and Barring Service check will be undertaken.

Observance of the **City Council's Equal Opportunities Policy** will be required.
**People Directorate**

**Person Specification**

**Post:** School Support Manager  
**Grade:** GR6

**Division:** BCC Education  
**Section:** School & Governor Support

**Method of Assessment (M.O.A.)**  
A.F. = Application Form;  
I = Interview;  
T. = Test or Exercise;  
C. = Certificate;  
P. = Presentation.

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>M.O.A.</th>
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<tr>
<td><strong>EXPERIENCE</strong></td>
<td>Significant management experience in either schools or Local Government at a senior level.</td>
<td>AF/I</td>
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<td>(Relevant work and other experience)</td>
<td>Substantial knowledge of current legislation affecting schools and governors.</td>
<td>AF/I/T</td>
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<td>Thorough knowledge of 1998, 2002 and 2006 Education Acts and subsequent amendments.</td>
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<td>Substantial experience in providing accurate, timely advice to governing bodies.</td>
<td>AF/I</td>
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<td><strong>SKILLS AND ABILITIES</strong></td>
<td>In depth understanding of school management and its contribution to school improvement.</td>
<td>AF/I/P</td>
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<td>E.g. Written communication skills, dealing with the public</td>
<td>Considerable ability to develop solutions to complex school issues and problems.</td>
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<td>Outstanding leadership skills.</td>
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<td>High level of interpersonal skills.</td>
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<td>Fluent effective communication both orally and in writing.</td>
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<td>Proven ability to work under pressure and meet deadlines.</td>
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<td>Proven ability to write formal reports.</td>
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<td>Proven ability to use ICT as appropriate.</td>
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<td><strong>TRAINING</strong></td>
<td>Willingness to undertake appropriate</td>
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<td><strong>EDUCATION/QUALIFICATIONS</strong></td>
<td>Degree or equivalent professional qualification</td>
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<td><strong>NB</strong> Full regard must be paid to overseas qualifications</td>
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<th><strong>OTHER</strong></th>
<th>Proven ability to implement and follow through new initiatives.</th>
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<td>Easily adaptable to change.</td>
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<td>Substantial awareness of equal opportunity and multi-cultural issues.</td>
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<td>Proven ability to deal effectively with Members, officers and external agencies at all levels.</td>
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All staff are expected to **understand** and be **committed** to Equal Opportunities in employment and service delivery.