**City of Wolverhampton Council**

**Person specification**

**Post:** School Governance Improvement Advisor

**Service:** School Improvement and Education Excellence

**Team:** Education Excellence

**Job purpose and role**

* To ensure that the council fulfils its statutory obligations and inspection responsibilities with regard to GB statutory requirements and statutory educational bodies.
* To coordinate and contribute to the development of a high-quality governor workforce across the authority.
* To provide and coordinate support to all governing bodies, including the facilitation and delivery of high-quality training, in order to enable them to fulfil their responsibilities in raising standards across all schools.
* To support the local authority to fulfil its statutory SACRE obligations.

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| **Aspect** | **Essential criteria** | **Desirable criteria** | **How identified** |
| **Qualifications** | * Degree level or equivalent qualification / experience, and
* GCSE or equivalent work related to skills in English and Maths
 | * Education related post-graduate study / research qualification or intention to pursue
 | * Application form
* Certificates pertaining to disclosed qualifications
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| **Training** | * Evidence of continuous professional development
* Willingness to undertake development opportunities relevant to the post
 |  | * Application form
* Certificates pertaining to additional courses, qualifications
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| **Experience** | * Experience of challenging, supporting and advising governing bodies
* Event planning and organisation
* Experience of organising and / or delivering high-quality CPD for school leaders, including governors
* Experience of providing timely and effective communication with stakeholders at all levels
* Setting up and maintaining new systems and processes to improve records and data management
* Experience of team work
 | * Experience of working with / as a governor or in / with school settings
* Experience with schools
* Managing website content
* Experience in recruitment and retention
* Responding to queries and giving advice over the telephone and in writing
 | * Application form and interview
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| **Special knowledge and skills** | * An understanding of how governance contributes to school improvement
* High level of IT competence in the use of Microsoft software: Outlook, Excel, Publisher, Powerpoint etc
* Ability to present data and information in an easy to understand / accessible format
* Knowledge of social media and other web-based communication systems
* Knowledge of the council’s statutory obligations and inspection responsibilities with regard to GB statutory requirements and statutory educational bodies
* Ability to collaborate and liaise with others
* Ability to work and negotiate successfully competing demands and tight deadlines
 | * Knowledge of statutory requirements of local authorities and governing bodies of schools
* An understanding of the local authority’s statutory obligations relating to SACRE
* An understating of the role and responsibilities of SACRE
* The use of performance data in supporting intervention / improvement planning
* Customer Services experience
 | * Application and interview
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| **Personal qualities** | * Excellent communicator
* A high level of inter-personal skills
* Solution focused including and understanding of the principles of ‘restorative practice’
* Ability to use initiative, work under pressure and meet deadlines
* Ability to work as an individual and as part of a team
* Friendly and approachable
* High level of professionalism and integrity
 | * Positive attitude in order to motivate others
* Determination and commitment to deliver consistently high-quality services
 | * Application and interview
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| **Interests and motivation relevant to the post** | * Enthusiastic about improving outcomes for children and young people through educational governance
 | * Commitment to develop the quality of GB provision across the city
 | * Application and interview
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| **Commitment** | * High standards of practice
* Upholding and promoting Equal Opportunities
* Continuous professional development (CPD)
 |  | * Application and interview
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| **Other** | * Ability to work flexibly, including occasional evening work, to suit work requirements
 | * Current driving licence and use of a vehicle on a planned and regular basis
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