**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 |
| **Training** | * Evidence of continuous professional development * Willingness to undertake development opportunities relevant to the post |  | * Application form * Certificates pertaining to additional courses, qualifications |
| **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 |
| **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 |
| **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 |
| **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 |
| **Commitment** | * High standards of practice * Upholding and promoting Equal Opportunities * Continuous professional development (CPD) |  | * Application and interview |
| **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 |  |