**City of Wolverhampton Council**

**Job Description**

**Post Title:** School Governance Improvement Advisor

**Directorate**: Education

**Service Group**: School Improvement

**Division/Team**: School Governance

**Responsible to**: Senior School Improvement Advisor (SSIA)

**Grade**: 6

**Location:** The Civic Centre / Any location within the City

**Workstyle:** Flexible

This post is subject to a satisfactory Disclosure and Barring Service (DBS) check.

**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 co-ordinate 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 Senior School Improvement Advisor in delivering the Education Excellence Strategy 2024-2027.
* To support the Local Authority to fulfil its statutory SACRE (Standing Advisory Council on Religious Education) obligations

**Principal Duties and Responsibilities**

* To co-ordinate all aspects of School Governance and ensure provision of high-quality

governor induction, training and continuous professional development.

* To offer specialist advice and guidance on all aspects of school governance, in terms of both regulation and best practice locally and nationally to ensure governors are provided with the necessary information to enable them to fulfil their statutory role having particular regard to contributing to governance action planning for schools identified as causing concern or in an Ofsted category.
* Liaise with senior officers in the City Council with regard to aspects of statutory obligations for governance.
* Local management of communication with all governors – currently this is through the GovernorHub and NGA Learning Link platforms.
* Ensuring all governors have access and promotion of the training/webinars and information/resources available.
* Regularly review and evaluate the communication method with governors to ensure best value and effective communication is achieved
* To ensure that instruments of government meet legal requirements and are current and that they support Governing Boards in performing their duties and contributing to improvements in standards within their school
* To manage the recruitment and appointment of LA governors and oversee and advice boards in relation to the election of parent, staff and community governors. Liaise with the Diocese with the appointment of foundation governors and offer relevant induction for all new governors and newly elected chairs in maintained schools.
* To work with schools to ensure successful recruitment of all other Governor roles as required.
* To review and revise the Governance Strategy as part of the wider Education Excellence Strategy Plan and ensure all goals are achievable and met in a timely manner
* To represent the LA at local, regional and national level with regard to governance.
* To represent the LA at the West Midlands Regional Term Dates Group. Consult, agree and publish Term Dates and respond to any stakeholder enquiries
* To carry out External Governance Audits when requested with the SIA team, providing a full governance improvement plan.
* To work with the school to put in place any improvements required, which could include the delivery of training and / or attending governing board meetings to secure improvement identified.
* To provide support and consultation in the establishment of new schools working with temporary governing bodies, federations and Interim Executive Boards, where necessary.
* To support the implementation of requirements as outlined in ‘Schools Causing Concern’ document with regard to governance.
* To ensure that intelligence about the quality of school governance and other matters are shared with appropriate council officers in order to support improvement of schools.
* To undertake any work in support of governance as directed by School Improvement Advisors (SIAs)
* Research and provide timely advice and information to schools, governing boards and LA Officers on all legal and procedural matters relating to school governance.
* To identify aspects of good practice amongst governing boards and to disseminate this in order to support the improvement of governance across the city.
* To manage and maintain an informative area for ‘Governance’, on the Council’s website.
* To liaise with our counterparts in neighbouring local authorities to maintain positive working relations and wherever possible look at collaborative working around school governance.
* To coordinate the planning, organisation, marketing and management of conferences, working groups, forums and training, by liaising effectively with potentialattendees, businesses, facilities etc.to ensure we achieve maximum impact upon standards with the best value for money.
* To support others within the Education Excellence team in the administration of budgetary and financial information, ensuring appropriate and timely payments are made to venues, providers and the Council and from schools.
* To ensure that the statutory obligations of the council with regard to SACRE are met.
* To act in accordance with the Council's Constitution and other Codes of Conduct.
* To participate in staff development, appraisal and training as appropriate, including continuous professional development.
* To comply with the Council's agreed policies and procedures including but not limited to Health and Safety, and Equal Opportunities Policies, General Data Protection Regulations, Freedom of Information Act, Financial Management Regulations and other relevant Council and Government Regulations, Directives and City-wide priorities.
* To undertake any other tasks, duties and responsibilities as directed and appropriate to the grade and role of the post subject to any reasonable adjustments under the Disability Discrimination Act 1995 as incorporated into the Equality Act 2010.
* To participate in the wider development of the service and contribute to service improvement as required.
* Effectively manage and review allocated contracts to ensure the required level of performance and best value is achieved in line with the Council’s key strategies; as appropriate and training provided.
* Work with key stakeholders when required to effectively manage contracts to achieve the best outcome for the delivery of the Council’s objectives; as appropriate and training provided.
* City of Wolverhampton Council is committed to Corporate Parenting.

“Corporate Parenting is the collective responsibility of the Council to provide the best possible care and protection for children who are looked after.”

Effective Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Job Holder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_