WOKINGHAM BOROUGH COUNCIL	Job Description			Job Reference
				706265
Job Title	Strategic Education Partnership Officer			
Service	Children's Services	**Team**	Education and SEND	
Location	Shute End/ Hybrid			
Reports to	Education Partnership Team Leader			
Grade	**Type of position:**			**Date**
SE18-21 + 3 SPA	Permanent PT 0.8			February 2025

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Service Purpose

Our vision is for Wokingham to be "a great place to live and work, where residents feel valued and the Council promotes economic growth with good quality of life and opportunity for all".

- A key part of this overall vision is to provide high standards of education that enable our children, young people and adults to acquire the right skills to succeed in life and support the local economy.
- We also aim to deliver services to vulnerable children and young people to ensure that their needs are considered holistically and responded to in a joined up way, not only within Children's Services but also with colleagues from other parts of the Council and partners in other agencies.

Purpose of the role

- To drive local priorities for providing the highest standards of education in Wokingham schools, working as part of a school improvement team, developing partnerships with senior leaders in schools and challenging and supporting a designated group of individual schools to succeed
- To contribute to local authority core responsibilities and local traded offer for schools by providing expertise in area (s) of school leadership, education provision or teaching and learning
- To promote and safeguard the welfare and achievement of children who live or access services in, or who are looked after by, Wokingham Borough Council.

Main Accountabilities

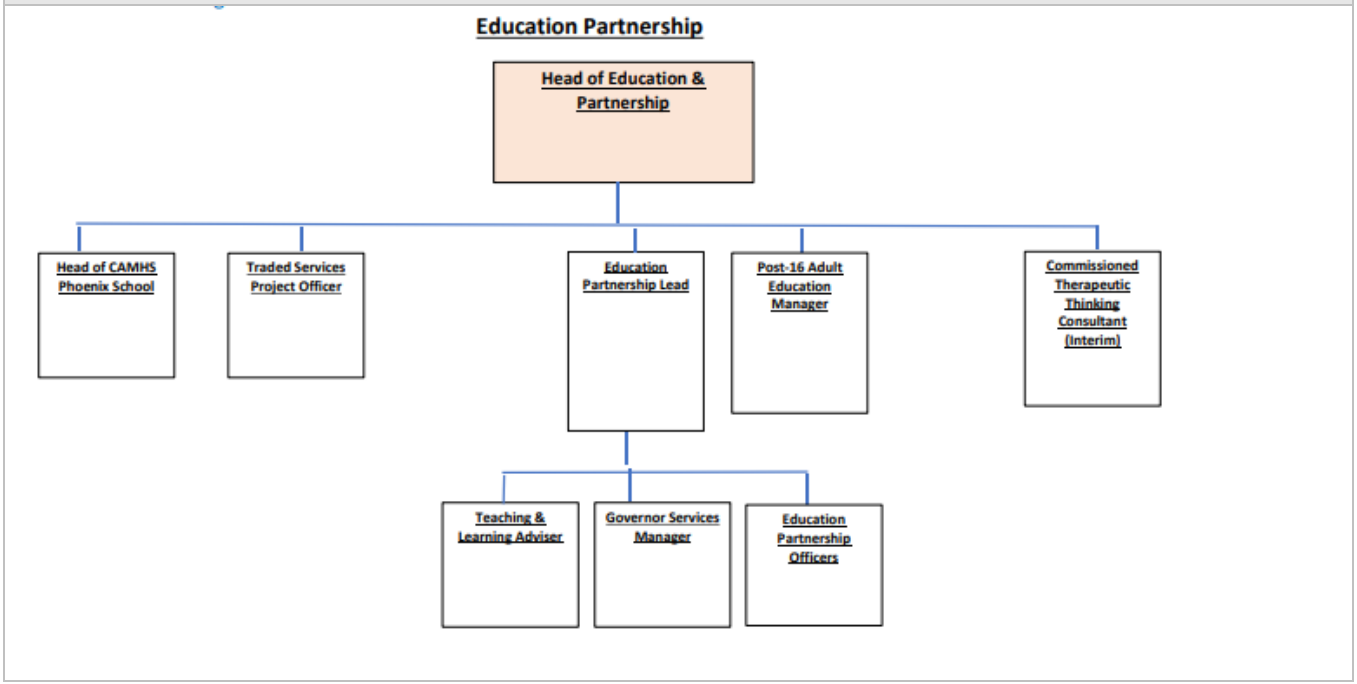
1	• To work in partnership with a designated group of schools to provide advice, support and guidance and to ensure the effective sharing of best practice, in line with the revised Wokingham Local Authority's school partnership, support and monitoring policy
2	• To work strategically with head teachers and senior leaders, and other Local Authority officers on the effective partnerships within assigned education phase

3	• To provide reports on the standards and quality of education in designated schools to the Head of Education Partnerships, other local authority officers, and, as required, council members
4	• To contribute towards service monitoring of school performance, ensuring that any concerns with designated schools in terms of pupil outcomes or provision , safeguarding are reported at an early stage, co-ordinating and brokering support in schools categorised as high priority and ensuring a focus and advocacy for the most vulnerable
5	• To contribute towards the traded offer of school improvement services, school consultancy and training for schools, teachers and governors in Wokingham
6	• To contribute towards locally commissioned reviews and quality assurance activities across the education system
7	• To deputise for the Team Leader and provide support for the Head of Education and Partnerships as required
8	• To support the programme of head teacher and governor briefings, consultation and steering groups and the Wokingham Education Partnership
9	• To take responsibility for leading a portfolio of activities duties within the service linked with national and local priorities as required by the Head of Education Partnerships
10	• To take on as required the role of the link officer for designated schools in following up complaints or in dealing with critical incidents, following established service policy and procedures and providing appropriate reports to the Children Services leadership team and other relevant officers in the council

Supervision Received	Team Leader Education Partnerships
Contacts & Working Relationships	Council officers across all services, including but not limited to SEND, Commissioning, Community Engagement, Education Welfare, Social Care, Educational Psychology , Virtual School, Property, finance School staff, leaders and governors Ofsted, HMI

	Early Years Settings Relevant professional bodies DfE
Special Factors	Travel to school locations will be required along with evening meetings DBS enhanced check required

Organisation Chart



Person Specification

Focus on describing the qualifications, skills, knowledge and experience an individual will require to successfully undertake the role. These should be split between essential and desirable.

Qualifications	Essential	Desirable
1. Graduate and Qualified teacher status	X	
2. Substantial and successful experience as a teacher, with clear experience and evidence of raising standards as a senior leader or head teacher in a school	X	
3. Evidence of further professional qualification/ study		x

Technical Skills.	**Essential**	**Desirable**
1. Good oral, written and communication skills. 2. Good interpersonal skills, with the ability to motivate others, work as part of a team and support the develop of sustainable partnerships 3. Able to embrace new ideas and new ways of working in the interest of service improvement 4. Takes ownership of their responsibilities, meets deadlines and understands the accountabilities to the service 5. Demonstrates commitment to addressing underachievement, and meeting the education needs of the most vulnerable groups in our schools	X X X X X	
Knowledge	**Essential**	**Desirable**
1. Knowledge and understanding of the changing role of the Local Authority in respect to school improvement and current education reforms 2. Knowledge of school performance and OFSTED data and able to use this to evaluate school performance 3. Clear understanding of what makes high quality teaching and learning, and skilled in observing and providing effective feedback to teachers that gives clear areas for improvement 4. Expertise in particular fields of primary, secondary or special school leadership, teaching and	X X X X	

learning, curriculum and assessment 5. Track record in building effective partnerships		x
Experience	**Essential**	**Desirable**
1. Successful experience of working as a Local Authority officer and/or working across school partnerships to develop school improvement programmes and raise standards 2. Good Experience of monitoring and evaluating school outcomes, and school improvement planning 3. Successful experience of providing effective consultancy, INSET or professional development in teaching and learning, leadership and curriculum development and building partnership working across a wide range of stakeholders	X X x	
Other	**Essential**	**Desirable**
• The post requires a satisfactory DBS Enhanced Disclosure on appointment and at least once every three years thereafter. • Nature of work requires ability to drive and access to a car • Attendance at evening meetings required on occasions	X X x	
Completed by:	Gillian Cole	**Date:** February 2025