

## ASSIGNMENT DESCRIPTION

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**Designation:** Project Facilitator – Suffolk Learning and Improvement Network (Associate role – up to 40 days, April 2019-December 2019)

**Reports to:** The Project Facilitator (SLIN) will be accountable to the SLIN Programme Review Group<sup>1</sup> and a designated local authority officer.

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**PURPOSE OF ROLE:** To provide highly effective educational leadership and change management of the SLIN, leading, coordinating and further developing the SLIN model of peer review and joint practice development.

**Responsible for:**

The Project Facilitator will be expected to work collaboratively and strategically in partnership with participating schools, the headteacher associations, the School-to-School Support Partnership (StSSP) and the Local Authority in the context of a self-improving school system. The Project Facilitator will coordinate a part-time project team and direct the work of the Peer Review Champions.

### KEY ACCOUNTABILITIES

1. To be responsible for the overall leadership and management of the SLIN by:
  - Being visible and influential, working with Headteachers, school governors, LA officers, local partnerships and stakeholders.
  - Coordinating the delivery of the SLIN Implementation Plan;
  - Monitoring the SLIN Business Plan, taking action as necessary to ensure effective delivery, including management of key risks.
  - Maintain appropriate financial controls and monitor the use of local authority and external funding for the SLIN, ensuring value for money.
2. To coordinate and maintain strategic oversight of the key elements of the SLIN model. Specifically
  - Strategic oversight of the school peer review programme;

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<sup>1</sup> The Programme Review Group function will be undertaken by the School-to-School Support Partnership and is incorporated into its work programme and schedule of meetings,

- Ensure that effective quality assurance mechanisms are in place to maintain consistency and high standards across all peer reviews.
  - Liaise with the Teaching School Alliance delivery partners to ensure that the programme of Joint Practice Development is effective.
  - Evaluate the impact of the SLIN programme against the SLIN Balanced Scorecard.
3. To promote the SLIN model in Suffolk and externally to increase the number of schools committed to the model. Specifically
- Contribute to the overall leadership, direction and management of the SLIN.
  - Establish proposals for long-term funding and sustainability for the SLIN model,
  - Be an ambassador for Suffolk's approach to a self-improving school system
4. To maintain a high level of expertise and keep abreast of current developments in all areas relevant to the role. Specifically
- Identify and take action to meet personal professional development needs.
  - Maintain an outward focus for SLIN so that the work in Suffolk draws on learning and research regionally, nationally, and internationally.
  - Develop and agree personal work targets and monitor performance against them with the SLIN Programme Review Group and the designated local authority officer
5. To provide regular reports to the SLIN Programme Review Group, participating schools, local partnerships and the LA , and as required externally.

# Person Specification

## **KNOWLEDGE AND EXPERIENCE:**

This post requires a high level of knowledge and experience of:

- Successful leadership of change in complex multi-stakeholder environments
- Recent, relevant and successful senior leadership experience in a school, other educational establishment, a local authority, or at regional and national level
- High quality teaching, learning and educational provision across all phases of education
- Track record of successful collaboration with schools and other educational establishments to secure improvement in quality, attainment and progress
- Commissioning school improvement services and training.
- Effective use of data and performance information
- Managing budgets and securing value for money
- Performance management systems (particularly for complex projects)

## **SKILLS & ABILITIES:**

- A sharp and imaginative focus on school improvement and the pursuit of excellence in educational outcomes for young people.
- A strong understanding of financial planning.
- Excellent organisational and leadership skills.
- Excellent communication and interpersonal skills.
- Experience of managing relationships with partners and stakeholders, with the ability to influence, inspire and motivate colleagues with sound judgement and diplomacy in all dealings.
- Able to develop appropriate tactics to generate, cultivate and manage business opportunities.
- Outstanding analytical and problem-solving abilities.

**PERSONAL STYLE AND BEHAVIOURS:**

- Work constructively and effectively with the SLIN Programme Review Group to ensure that strong governance is in place for the SLIN model
- Use a wide range of leadership styles, selecting the style that is appropriate to the circumstances.
- Demonstrate the personal qualities of adaptability, fairness, integrity, consistency, initiative and tenacity.
- Demonstrate a commitment to furthering equality in all areas of their work.

**ESSENTIAL QUALIFICATIONS:**

- Educated to degree level
- Teaching qualification
- Management qualification or evidence of further studies in the field of education.