

**London Borough of Lambeth
JOB DESCRIPTION**

Job Title:	Lambeth Schools Partnership (LSP) Co-ordinator
Directorate:	Children's Services
Department	Education and Learning
Grade:	PO4
Responsible to:	Lead, Lambeth School Services
Responsible for:	External Education Consultants, Commissioned partner organisations, Assigned Management Trainee, LSP apprentice

Main purpose of post

To ensure the effective delivery of all projects prioritised for action by the Lambeth Schools Partnership (LSP). This position will work with headteachers, senior council officers, education consultants and commissioned external partner organisations to plan and expedite objectives within each of the project areas, monitoring performance and reporting outcomes and achievement against activities. This will include the collection, collation and analysis of a wide range of data to measure the effectiveness and impact of project work.

Key Accountabilities

Develop plans, monitor activity and produce reports to LSP Board and other stakeholders

- Co-ordinate the delivery of outcomes against the key priority areas of work identified by the LSP. This includes working closely on some high profile projects with Headteacher working groups and Local Authority senior management
- Prepare working briefs and activity plans to monitor LSP priority areas of work and take action where they are not progressing as required.
- Manage and co-ordinate the implementation of strands of work within each project: providing high level administration support including regular meetings with other project workers to ensure tight and controlled governance of every project
- Be responsible for progress monitoring and reporting of all strands of the projects. Take responsibility for day-to-day identification and resolution (or escalation) of project issues and management of risks, supporting the management of project interdependencies.
- To be responsible for preparing reports, briefings, presentations for LSP board and other stakeholders to show the effectiveness of project activities and their impact on priority outcomes

Data and information management

- Work with senior level officers to analyse data and qualitative information to identify strands of work and set direction for project plans and activity
- Collect, collate and analyse data from a range of sources to evaluate the effectiveness of project work utilising other Council resources to support this.

Communication

- Utilise a range of communication systems (websites, social media) to regularly promote and report on project work to Lambeth schools and wider community where appropriate
- Ensure clear lines of communication are in place to provide updates and briefings on LSP project work ensuring clarity for headteachers and other partners in the LSP
- Liaise with and work in partnership with other expertise in and outside the Council to establish and continuously improve communications for all stakeholders and those with an interest in the success of LSP projects.

Managing events / meetings/ training

- Manage and co-ordinate a range of meetings, briefings and presentations to support participation in the full range of project work and support the successful achievement of outcomes
- Organise and run training events for school staff as required to implement strands of work and meet LSP objectives
- Co-ordinating and managing a range of events / meetings for pupils and school staff ensuring that they are able to benefit from project activity and outcomes achieved
- Organise national and local level conferences to present findings of research and success of activity to raise achievement of pupils.

Building positive Relationships

- Develop effective working relationships with the range of stakeholders and delivery partners involved in project implementation work
- Negotiate with partner organisations delivering strands of work and, where required, varying SLA agreements depending on performance, checking this through with project sponsors
- Monitor partner performance against SLAs and have regular communication to review delivery and impact and take rapid remedial action if necessary
- Co-ordinate the project work in close partnership with schools, creating and maintaining good quality contact information, providing clear communication and dealing with all queries efficiently and transparently,

Financial

- Monitor the project budgets and ensure that all project activity is clearly costed and that permission for expenditure has been sought appropriately following Council financial systems and procurement processes
- Prepare detail of spend for the budget holder in a timely and accurate manner

- Seek additional funding through bids where appropriate for any of the working groups
- Procure additional support for projects, when requested by working group chairs, and where budget is identified, using council procurement procedures,

General

- To work flexibly in undertaking the duties and responsibilities of this job, and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams
- To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Data Protection Act, Race Equality Action Plan, and child protection
- To undertake other tasks within the scope of the post as required by the Director of Education & Learning

Person Specification

Lambeth Schools Partnership Co-ordinator (PO4)

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing Criteria marked Application (A)</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under Disability Confident Scheme, you will need to give evidence or examples of your proven experience in the areas marked with a (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
Key Knowledge	Q1	Degree or equivalent qualification	E✓
	K1	Knowledge and understanding of the factors relating to pupil underachievement	E✓
	K2	A sound understanding of the role of the Local Education Authority in promoting learning and raising standards of educational achievement	E
	K3	Clear understanding of the Lambeth Schools Partnership (LSP) and its governance role in relation to improving outcomes for pupils	E
Relevant Experience	E1	Project management experience related to raising educational attainment and aspiration	E✓
	E2	Experience of writing reports and able to present complex issues to a variety of audiences in written or verbal formats	E ✓
	E3	Proven experience of networking with the ability to build relationships to achieve objectives and improve business processes and delivery.	E
	E4	Excellent time management skills with proven experience of dealing with a variety of complex work streams and projects, prioritising as required	E✓

Key Behaviours		Focuses on People: Always asks “What does this mean for Pupils?” <ul style="list-style-type: none"> • Thinks from a pupil’s perspective • Collects and makes use of pupil data and feedback to develop and continually improve the project 	
		Takes Ownership Drives continual improvement <ul style="list-style-type: none"> • Constantly thinks ‘how could we do this better?’ e.g. doing something faster, more efficiently or to a higher standard. • Takes calculated risks to deliver better outcomes for service users • Shares lessons learned across the Borough • Drives excellence across the borough 	
		Works Collaboratively: Works across teams <ul style="list-style-type: none"> • Works across the cluster and partners to raise or solve issues • Takes a consultative approach seeking out the views and opinions of others who are affected by issues • Encourages others to contribute to collaborative working 	
		Communicates Effectively: Develops relationships <ul style="list-style-type: none"> • Helps others, develops relationships, and understands other people’s roles • Works together with colleagues, partners, and customers to earn their respect, and get the best result 	
		Focuses on Results: Is Ambitious and Achieves <ul style="list-style-type: none"> • Focuses on deliverables and outcomes within the contract profile and considers the effect of the service • Makes the right impact, has the right result and changes things for the better for young people in Lambeth 	