

Job Description and Person Specification

Lambeth Schools Partnerships (LSP) Coordinator

A Lambeth to be proud of



Job Title: Lambeth Schools Partnerships (SP) Co-ordinator

Department: Children Services

Grade: PO4

Reports to: Assistant Director, Standards, Safeguarding and Partnerships

Responsible for: External Education Consultants, Commissioned partner organisations, Assigned Management Trainee

Job Purpose

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.

Responsibilities

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

<p>It is essential that in you can meet the following requirements for the role and be able to 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 the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Key Knowledge	K1	Knowledge and understanding of the factors relating to pupil underachievement	✓A
	K2	A sound understanding of the role of the Local Education Authority in promoting learning and raising standards of educational achievement	✓A
	K3	A sound understanding of the role of the Local Education Authority in promoting learning and raising standards of educational achievement	A
Relevant Experience	E1	Project management experience related to raising educational attainment and aspiration	✓A
	E2	Experience of writing reports and able to present complex issues to a variety of audiences in written or verbal formats	✓A
	E3	Proven experience of networking with the ability to build relationships to achieve objectives and improve business processes and delivery.	A
	E4	Excellent time management skills with proven experience of dealing with a variety of complex work streams and projects, prioritising as required	✓A
Qualification	Q1	Degree or equivalent qualification	✓A

Core Values and Behaviours		<p>Equity</p> <ul style="list-style-type: none"> • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part 	
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		Kindness <ul style="list-style-type: none"> • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions. 	
		Accountability <ul style="list-style-type: none"> • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. 	

		<ul style="list-style-type: none"> • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs 	
		<p>Ambition</p> <ul style="list-style-type: none"> • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes • I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth. 	