

Job Description and Person Specification

SCHOOLS EVALUATION AND SUPPORT REVIEW OFFICER
(3095)

A Lambeth to be proud of



Job Title: Schools Evaluation and Support Review Officer

Department: Lambeth School Services

Division: Education & Learning Division

Grade: SO1

Context

Working at the heart of the raising achievement and narrowing the gap agenda within the Education and Learning Division, it is essential that the officer has a wealth of expertise and skills to provide wide ranging support to services. Being organised, confident organising others, conversant in use of digital technology with the ability to continuously develop self in a multi-faceted role are key attributes. It is essential to have good knowledge of schools and the role of the LA, in order to provide high quality, efficient and effective support to senior management and officers working with schools in the Borough.

Job Purpose

A key responsibility of the role will be co-ordinating and providing high level support to the Schools Evaluation and Support Review (SESR) processes. SESR uses a wide evidence base to make decisions to support schools causing concern to the LA, normally due to challenging circumstances within the school. Progress within these schools is monitored through data and qualitative information provided by a range services across the Council that provide support to schools. Lambeth has developed a risk assessing maintained schools framework and SESR links with this.

The SESR Officer will obtain, analyse and compile this data to provide regular reports to education senior management. It is therefore imperative that they have a keen eye for detail and numerical accuracy, and is highly competent in the use of all MS Office applications, particularly Excel and its range of functions, including graphs and charts.

The role requires exceptional administrative management skills including forward planning and organising a range of evaluation and action group meetings, creating and disseminating agendas and minutes. It maintains the systems for storing, monitoring Ofsted outcomes data and School Improvement Adviser reports, ensuring these are available to senior management in the division.

Another key responsibility of this role is communicating through and maintaining the digital presence of local school and education support via online support systems, websites and other media which enables the LA and schools to communicate effectively and maintain a close working relationship with schools and early years providers.

Responsibilities

1. Co-ordinate and provide high level support to the School Evaluation and Support Review (SESR) process

2. Obtain and compile outcomes data for regular performance reporting
3. Develop, produce and maintain digital communication systems for Lambeth services to schools
4. Undertake surveys and reporting tasks as required

PRINCIPAL ACCOUNTABILITIES

1 General and Strategic Duties

- 1.1 Co-ordinate and provide high level administration to the School Evaluation and Support Review (SESR) process to support the Director, Education and Learning Division to take decisive action in relation to schools identified as causing concern to the Local Authority. This includes collecting and preparing information and data reports, scheduling meetings, drafting agendas and noting actions to ensure schools are informed of the outcomes of the process and where required, are invited to attend action group meetings with education senior management to review progress against the individual action plan
- 1.2 Request and encourage education services and school improvement Advisers to contribute to SESR process enabling the collation and preparation of data reports around Lambeth schools facing challenging circumstances
- 1.3 Manipulate and convert raw data into meaningful reports to give a clear representation, both written and visually for the consideration and decision making responsibilities of council senior management.
- 1.4 Support School Improvement Advisers by inputting and analysing data into their termly reports for schools
- 1.5 Undertake surveys and collate evidence from a range of officers / organisations as required to support the business needs of the service and to impart quality information to schools and other education settings leaders
- 1.6 Work with a range of divisional services to build an internal communications area (using Sharepoint and other MS office software), maintaining it to ensure that it remains accurate and useful to the organisation as a whole.
- 1.7 Develop and maintain a schools dataset to ensure that key information is verified and maintained on behalf of the Council and is conveniently accessible to all services, council staff and councillors (for example, via a set of dashboards).
- 1.8 Organise key events as required, such as training, conferences and briefings
- 1.9 Carry out other duties as may be required from time to time to meet the business need
- 1.10 To maintain an up to date knowledge of all necessary legislative and regulatory developments related to the work area

- 1.11 Carry out the duties of the post in accordance with the Data Protection Act, the Computer Misuse Act, The Health & Safety at Work Act and other relevant legislation, as well as Council policies, procedures, Standing Orders and Financial Regulations
- 1.12 At all times, carry out the duties of the post with due regard to the Council's Equal Opportunities Policy, Email Policy, Valuing Diversity Policy, and ensure its implementation in all area of you work and practise.

PERSON SPECIFICATION

SCHOOLS EVALUATION AND SUPPORT REVIEW OFFICER (3095)

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). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. 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.			Essential Short-listing Criteria
Key Knowledge	K1	Broad knowledge of local government issues relating to Children, Families and Education Services and other relevant policies and government guidance.	√
	K2	Competence in the use of IT systems including MS Office applications (particularly Sharepoint and Power BI), client information systems, Oracle and any other systems as appropriate.	√
	K3	Knowledge of Digital/online information management systems including an understanding of relational databases technology.	√
Qualification	K4	Educated to a minimum A' Level or hold a certificate or diploma in Business Management or equivalent qualification or evidence of continuing professional development	√
Relevant Experience	E2	Experience gained in a Local Authority relating to the setting up and maintaining of management information systems and reporting of statistical information	√
	E3	Up to date technical expertise in website and social media communications for business operations	√
	E4	Up to date professional and technical expertise in relation to collating and analysing information	√
	E5	Experience of producing reports for a range of audiences	√
Key Behaviours		Focuses on People: Always asks "What does this mean for Pupils?" • 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. • 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 • 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. • 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 • 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.	

CORE VALUES AND BEHAVIOURS

Equity behaviours



One Lambeth
CONNECTED BY PURPOSE

- 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.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- 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.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- 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.
- 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 through 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.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- 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.