

Title	Department	Post Ref.
Senior Professional Practitioner (Governing Body Support)	Children, Families Cultural Services	
Job Purpose To co-ordinate and provide professional leadership and advice to Governing Body Services and in turn to school/academy governing bodies to enable them to fulfil their strategic leadership roles and discharge their relevant statutory functions. As a member of the service leadership team lead by the Group Manager, Support to Schools Service and the Team Manager Governing Body Services, to provide both strategic direction and operational effectiveness on the part of the service.		
Key Responsibilities 1. To provide authoritative professional advice & guidance to governing bodies, head teachers, clerks and council officers on legislation and regulations relating to the roles and responsibilities of school governing bodies. 2. To contribute significantly to the strategic management of governing body services as part of its leadership team. 3. To ensure that governance issues are fully reflected in the development, implementation and monitoring of the NCC's school support plans. 4. Provide specialist 'targeted support' to governing bodies in schools deemed by Ofsted to be causing concern; leading and advising head teachers, governors and senior school improvement advisors in relation to complex and challenging school governance issues. 5. To contribute to the development of policy, practice and guidance documentation for governors relating to head teacher recruitment and selection processes and to liaise with colleagues across the department regarding the delivery of the head teacher recruitment service.		Key Accountabilities 1. Delivery of service level agreements for advice and information, clerking, head teacher appointment services. 2. To ensure delivery and quality assurance of the clerking service to national standards, including management advice and supervision of a large number of clerks on relief contracts and to ensure high take up of clerks briefing and development sessions. 3. Efficient discharge of local authority statutory functions. 4. Effective intervention and risk management in relation to school governing bodies receiving targeted support, providing leadership and expertise on school governance issues. 5. Support the provision of a fully costed value for money centrally based clerking service

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| <ol style="list-style-type: none">6. To direct and co-ordinate the provision of the extensive Clerking Service to governing bodies.7. To provide information, training and development for clerks.8. To be deployed as a specialist clerk/ advisor to a specified number of schools, playing a key role in the NCC programme of 'targeted support' to schools causing concern, as the lead expert on school governance issues.9. To identify and disseminate governing bodies' good practice to other schools.10. To provide information, guidance and support through a range of media and NCC reporting structures11. To help lead service planning through the provision of monitoring reports, benchmarking data and statistics for the team manager12. To support the delivery of the NCC's strategic role in relation to school governing bodies, as directed by the Team Manager Governing Body Services, including:<ul style="list-style-type: none">•identifying and advising "additional governors" and interim Executive Boards (IEBs) in 'failing' schools•ensuring the effective and efficient appointment of LA governors to school governing bodies•ensuring changes to Instruments of Government as necessary•enabling new and re-organised schools to be established, including working with temporary and shadow governing bodies and coordinating the input from other LA services13. To supervise the professional development of Governor Services Business Support teams to ensure the delivery of high quality governor services. | |
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<p>14. To co-ordinate and implement the delivery of regular briefings and consultation meetings as directed by the Team Manager Governing Body Services.</p> <p>15. To advise governors and headteachers on the resolution of leadership, management and competency issues and together with the Team Manager Governing Body Services, deal with complex complaints relating to governance issues</p>	
<p>The post holder will perform any duty or task that is appropriate for the role described</p>	

Person Specification**Education and Knowledge**

1. Good general education to degree level or with equivalent experience.
2. Evidence of continued professional development.
3. Excellent understanding of the statutory framework for school governance and the wider children's services agenda.
4. Thorough understanding of Ofsted requirements and of how to influence and advise schools on their responsibilities via school governance / school improvement.
5. Deep knowledge of the principles and practice of service planning.
6. Thorough understanding of complaints procedures and ability to work autonomously and confidently to resolve highly contentious and sensitive disputes.
7. Demonstrates high level skills re negotiation with and leadership of others

Experience

14. Extensive experience of managing a team, mentoring, motivating and developing others.
15. Outstanding communication (verbal and written) with a range of audiences, including elected members and senior leaders, making presentations, writing reports etc.
16. Experience of budget management and monitoring.
17. Experience of business planning and management, including review of priorities and performance targets.
18. Can present fluently and with authority complex ideas and information to non-professionals in a coherent and accessible manner.
19. Experience of interpreting legislation and regulations with accuracy.
20. Experience of investigating complaints with sensitivity and rigour.
21. Experience of organising and managing competing demands and deadlines and working under pressure and scrutiny.

Personal skills and general competencies

8. Sets an excellent example of customer care for other staff.
9. Effectively sets direction for a team providing motivation for all to deliver high performance.
10. Anticipates customer needs to provide excellent service continually striving to improve efficiency and effectiveness
11. Sets challenging targets for performance for the team as well as delivering a high degree of personal effectiveness
12. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards
13. Takes an active role in managing risk, health and safety and safeguarding issues.

22. Designing and implementing a quality assurance system for the delivery of service activities	
<p><i>Role Dimensions</i></p> <p>23. This is a senior, county wide role to supervise and develop governing body services staff including clerks on relief contracts (in excess of 40 postholders) and the business support team within a matrix management model.</p> <p>24. To monitor the Governing Body Services clerking budget for the Team and Group managers.</p> <p>25. To quality assure the advice and information provided re headship appointments and the clerking services.</p> <p>26. To provide high quality expert advice and 'targeted support' to school governing bodies in an Ofsted category / in challenging circumstances. This role carries significant responsibility on behalf of the County Council vis risk management re targeted schools and works with School Improvement Officers and head teachers in a leading capacity to provide expert advice and direction on school governance matters.</p> <p>27. Together with the Team Manager this role manages complex confidential issues and complaints in relation to school governing bodies which left unresolved can lead to serious reputational damage for NCC and the schools involved.</p> <p style="text-align: right;"><i>Please attach a structure chart</i></p>	

Date