



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Achievement and Inclusion Team Leader
Service	Children's Services
Team	School Improvement
Location	Shute End/Hybrid
Reports to	Head of Education and Belonging
Worker Style	Hybrid - Remote working with attendance at Council offices/Schools and Settings as and when required
Responsible for	5 staff members
Grade	SB EIPS 24-26 + 3SPA
Contract Type	Permanent

Main Accountabilities	
1.	To work strategically with system leaders, stakeholders and other Local Authority officers on the development of effective partnerships that bring about high-quality education for all pupils in the borough especially the most vulnerable and those with SEND.
2.	To support the development and implementation of the Education Belonging Strategy
3.	To lead service monitoring of school performance, ensuring that any concerns with designated schools in terms of pupil outcomes or provision are escalated in line with statutory Schools Causing Concern Guidance.
4.	To provide reports on the standards and quality of education in the borough to the Head of Education and Belonging, the AD Education, other local authority officers, and, as required, council members.
5.	To deputise for the Head of Education and Belonging and provide support for the Assistant Director of Education where required.
6.	Lead cross cutting service delivery to provide school facing SEND leadership support.
7.	Influence and support schools to secure an appropriate curriculum to meet the needs of ethnic groups, the vulnerable including those with SEND and those eligible for PPG, LAC and excluded pupils.
8.	Model partnership working to lead partnership development across the school's system that brings about high quality provision for all pupils and especially the most vulnerable.





9.	Ensure arrangements are in place to secure robust safeguarding practice in schools in line with statutory duties.
10.	Plan monitor and manage the budgets for the team seeking external grants and linking with statutory Schools Forum where appropriate.
11.	Ensure team members cross pollinate working for effective delivery across and beyond the directorate.

Person Specification	Essential	Desirable
Education/Qualifications Graduate and Qualified teacher status Evidence of further professional study relevant to the post Driving Licence	X X X	
Experience Substantial and successful experience as a teacher, with clear experience and evidence of raising standards as a senior leader or head teacher in a school Successful experience of working as a Local Authority officer and/or working across school partnerships to develop school improvement programmes and raise standards Good Experience of monitoring and evaluating school outcomes, and school improvement planning	X X X	





Successful experience of providing effective consultancy, INSET or professional development in teaching and learning, leadership and curriculum development	X	
Leading and delivering projects in a complex environment	X	
Using and developing evidence-based practices.	X	
Challenging of underperformance at individual and service provision level to drive improved outcomes.	X	
Good oral, written and communication skills.	X	
Good interpersonal skills, with the ability to motivate others, work as part of a team and support the develop of sustainable partnerships	X	
Able to embrace new ideas and new ways of working in the interest of service improvement	X	
Takes ownership of their responsibilities, meets deadlines and understands the accountabilities to the service.	X	
Demonstrates commitment to addressing underachievement, and meeting the education needs of the most	X	





vulnerable groups in our schools		
Ability to lead and build consensus	X	
Ability to deliver against legislative requirements	X	
Effective communication and partnership building	X	
Skills/Knowledge		
Specialist knowledge of SEND Code of Practice and effective implementation in school and at Local Authority Level	X	
Knowledge and understanding of the changing role of the Local Authority in respect to school improvement and current education reforms	X	
Knowledge of school performance and OFSTED data and able to use this to evaluate school and area performance		X
Clear understanding of Schools Causing Concern Guidance	X	
Expertise in particular fields of primary, secondary or special school leadership, teaching and learning, curriculum and assessment	X	
Working knowledge of relational approaches to behaviour management in schools		X





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and how effective
strategies for
suspension and
exclusion reductions
can be delivered





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Purpose Details	
Service Purpose	To promote educational excellence and positive achievement outcomes for children, young people and families in Wokingham especially the most vulnerable and those with SEND
Role Purpose	To drive local priorities for providing the highest standards of education in Wokingham schools, working leading the Education Partnership officer team, developing partnerships with senior leaders in schools and challenging and supporting the system to succeed in provision of high-quality education for all To ensure local authority core responsibilities in respect of education provision are discharged through system working by providing expertise in area (s) of school leadership, education provision or teaching and learning To promote and safeguard the welfare and achievement of children who live or access services in, or who are looked after by, Wokingham Borough Council.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	General guidance from Head of Education and Belonging
Supervision Given	Supervision for: Education Partnership Officers Teaching and Learning adviser Governor Services Manager
Contacts	All staff in Childrens Services Staff and governors in educational settings Early Years settings Social and Health care services Voluntary and Community Services Relevant professional bodies Elected Members Department for Education His Majesty's Inspectorate OFSTED





Resources/Budget Management

SI Budget and Pupil Achievement Budget in conjunction with Service Manager

Special Requirements

DBS Check required

The post holder is required to travel to site in the borough for meetings with partners, Occasional requirement for evening meetings including consultations, training, governors and political scrutiny meetings. In addition, national and regional seminars as relevant.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N





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Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
<Details of required regular checks in line with regulations.>





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Evaluation Declaration

Date of Evaluation:

<DD/MM/YYYY>

Evaluated by:

<Name, job title>

