

Portsmouth Education Partnership Programme Lead

Salary Band: Band 8, £37,562 - £40,443 Per annum

Hours: 37 hours per week.

Location: Based in the Civic Offices, Portsmouth, with the option to work remotely according to business needs.

Directorate: Children, Families and Education

The post sits within the School Improvement Service

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. Every post is subject to PCC and Portsmouth Safeguarding Children Partnership safer recruitment procedures.

This role requires a Disclosure and Barring Service (DBS) check at Standard/Enhanced level which will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service

The Children, Families and Education Directorate is primarily focussed on delivering its statutory duties as well as a range of high-quality supporting traded services. Portsmouth City Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This postholder will play a vital role in supporting the coordination of a range of initiatives focused on improving the inclusion and education outcomes of Portsmouth's children and young people, including the most vulnerable learners.

The ambition in Portsmouth is to develop and build a city-wide whole school relational culture and ethos, establishing practices that become "the way we do things in Portsmouth". The plan includes developing leadership within schools and across the Portsmouth Education Partnership (PEP), establishing networks and developing CPD (continuous professional development) packages support and resources as required.

About the Portsmouth Education Partnership

The Portsmouth Education Partnership (PEP) was launched in November 2016. It aims to bring together Multi Academy Trusts, individual schools and academies, colleges, early years settings and a range of key partners in order to collectively drive improved attainment and opportunity for all children and young people across the city.

The Partnership is led by a Strategic Board which meets every term providing strategic oversight. Full details of the PEP's work, priorities and strategy can be seen at www.portsmoutheducationpartnership.co.uk

What is the role?

A Portsmouth Education Partnership Programme Lead is required who can co-ordinate and facilitate the effective operation of the Portsmouth Education Partnership structure and delivery and support for the PEP Independent chair.

The role will report to the local authority School Improvement Adviser and will work closely with the PEP Chair and will also require close working with the Deputy Director Education, and Heads of Service within and beyond the directorate.

Reporting to the School Improvement Adviser and working closely with other managers across Education this is a varied role providing administrative and programme support across a range of priorities.

This role involves working with a wide range of partners including senior leaders in schools, academies, Multi-Academy Trusts and across the Council as well as with partners in other services that work with schools, colleges and settings. Using programme management techniques, you will effectively prioritise your programme work to ensure that key milestones and deliverables are met on time.

You will provide administrative support for the Portsmouth Education Partnership and the sub-groups/boards that fall under this. The Education Strategy is one of the 4 priorities of Portsmouth Children's Trust. The aim of the education strategy is to promote inclusion and improve the outcomes for Portsmouth children and young people. This role will support the School Improvement Service to meet government and service targets, compliance with statutory requirements and to improve service performance. This role involves working with colleagues in health, care and the voluntary sector as well as with education. The PEP Programme Lead will be required to be an initial point of contact and to represent Education and provide a direct link with schools with other services.

Key Tasks and Responsibilities

- Maintaining an overarching PEP Programme plan that includes actions, timelines, key milestones, risks and mitigation
- Building and maintaining relationships with partners across the city, including being the main point of contact for various PEP Programmes and priority areas of work.
- Diary management: having overview of training events, activities and meetings across the PEP.
- Create and maintain progress reports and action plans based on information received.
- Co-ordinate and administer meetings, including preparation of papers and making action notes which could include complex and specialist education terminology.
- To offer Programme support to PEP activity, at times making decisions, offering advice and guidance, interpreting financial data, securing approvals, escalating

issues, resolving exceptions, monitoring progress and providing cost and programme updates.

- To assess task requests and issues raised, and take action to resolve or complete, or escalate as appropriate.
- To act as the main conduit for external stakeholders to seek PEP Programme information from, and provide information to, the Council and PEP Strategic Board.
- To develop strong relationships with internal colleagues and external representatives to progress and complete specific actions as well as general Team responsibilities.
- To link with Corporate Communications to support PEP communications including the PEP Weekly Bulletin and updates to the PEP website.
- To maintain confidentiality when dealing with staff, budgets, Programmes and other politically or commercially sensitive matters.
- Oversight of the implementation of PEP related Strategies.
- Update Programme/strategy documents discussed e.g. action plans.
- Administer and co-ordinate training courses/events and conferences, including sourcing and booking venues, co-ordinating attendance, costings, workshops etc., to ensure smooth running of these events.
- Produce information in a relevant format, including word processing and spreadsheets, databases, diagrams, and presentations, which will be used in reports to relevant groups, for example the PEP Strategic Board, Schools' Forum and the Education Performance Oversight Board (POB).
- Working with finance colleagues to oversee Programme Budgets.
- Providing business support for Managers working on education priorities.
- Maintain up-to-date web information, updating, as necessary.
- Maintain up-to-date list of key contacts in schools, colleges and settings.
- Provide statistics/data and reports to inform management.
- Tracking and monitoring activities including financial information (in accordance with any relevant grant requirements and financial standard procedures).
- Robust monitoring, tracking and evaluation of any externally funded programmes.
- To coordinate information sharing processes at key transition points: starting school, moving to secondary school and transition to Post 16.
- To organise and facilitate transition networking events.
- Coordination of school resource allocation meetings, including coordinating the collection of soft intelligence across the whole directorate.
- To organise, coordinate and support the logistics of termly Subject Leader Network Meetings.

Who is the person?

Qualifications:

- Educated to NVQ Level 3 or equivalent experience.

Essential experience:

1. Experience of working in a higher-level administrative role.

2. The ability to engage and build relationships with leaders from schools and partners across education, health and social care.
3. Have excellent interpersonal skills, with the ability to communicate with to a range of audiences, orally and in writing.
4. Have excellent organisational and time management skills, with the ability to prioritise your workload, including when working under pressure and to deadlines.
5. Be clear thinking, logical and flexible in your approach, able to quickly get to grips with new issues and take a positive, problem-solving approach to situations, working to find solutions to any potential barriers and difficulties that arise.
6. Have experience of effective working in multi-agency contexts.
7. Working in complex and changing environments, within budget and to timescales.
8. Preparing high-quality written work for target audiences at all levels.
9. Be a good team player who is able to work in collaboration with others and ensure that others are kept informed about your work.
10. Have excellent IT skills with a good working knowledge of Microsoft Programme, essential Microsoft Office, including Word, Excel, Access, PowerPoint, and Outlook.
11. Be willing to travel to meetings across the city.
12. Experience of co-ordinating meetings including taking accurate notes and recording actions.
13. Experience of or ability to co-produce with families.
14. A good team player who can work in collaboration with others and ensure that others are kept informed about your work.
15. Excellent literacy and numeracy skills.
16. A good attention to detail and high level of accuracy.
17. An awareness of Data Protection and Safeguarding issues.

Desirable experience:

18. A track record of stakeholder engagement and of communicating with a variety of audiences, preferably in the education sector.
19. An understanding of school culture and the challenges faced by schools.
20. Administering tasks and resources, and leading meetings, at a senior / Board level.
21. Negotiating and influencing effectively to secure the actions and resources necessary to deliver the commissioned Programmes and other team objectives.
22. Offering Programme support to Programmes using accredited Programme management techniques and quality assurance processes.

Additional information

If you have any questions, or would like an informal discussion about the role, please contact Sarah.Christopher@portsmouthcc.gov.uk

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the **recruitment process and will** not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.