

**Manchester City Council
Role Profile**

**Senior School Quality Assurance Officer (SEND), SS2
School Improvement, Children's & Families
Reports to: Assistant Director of Education**

Band SS2 (Strategic Lead)

Role portfolio

The Senior School Quality Assurance Officer will provide effective strategic leadership to schools and settings across Manchester, ensuring the organisation meets its statutory responsibilities.

The role is an advocate for the improvement in outcomes for children and young people age 0-19 city-wide by championing the needs and rights of all children to receive a high quality educational provision – in particular those who are vulnerable or with complex needs, and ensuring that the voices of children and young people and their parents are heard and responded to. The role is key to ensuring Children's & Education delivers its commitments to children:

- **Safe**
All children and young people feel safe, their welfare promoted and safeguarded from harm within their homes, schools and communities
- **Happy**
All children and young people grow up happy - having fun, having opportunities to take part in leisure and culture activities, and having a good social, emotional, and mental wellbeing. It also means all children and young people feeling that they have a voice and influence as active Manchester citizens
- **Healthy**
The physical and mental health of all children and young people is maximised, enabling them to lead healthy, active lives, and to have the resilience to overcome emotional and behavioural challenges.
- **Successful**
All children and young people have the opportunity to thrive and achieve individual success in a way that is meaningful to them. This may be in their education, or in their emotional or personal lives.

Key Responsibilities:

- Provide strategic leadership for quality assurance of outcomes in schools and early years settings and influence the improvement of quality across the City.
- Provide strategic support and challenge to schools and early years settings to deliver continuous improvement and act as the lead officer for the Local Authority when intervening where there is a cause for concern; in order to achieve improved progress, attainment, achievement and skills outcomes for children.
- Provide accurate analysis and reports on the effectiveness of schools and the performance of children and young people, in order to inform decision-making and ensure that the Council is meeting its responsibilities as a champion of children and young people.
- Utilise the broad range of available information and data to establish where intervention and support is required for schools. SSQAs are instrumental in brokering support for schools. We also ensure improvement plans are implemented, monitored and evaluated so that the impact of the actions on young peoples' outcomes can be ascertained.
- Contribute to strategic leadership for a portfolio of areas where the council has statutory duties such as quality assurance, attendance, exclusions, admissions, place planning, special educational needs, early years, governance & school workforce.
- Be an advocate for children and young people by supporting and promoting their welfare, championing the needs and rights of those who are vulnerable or with complex needs, and ensuring that the voices of children and young people are responded to.

Key Role Descriptors:

This senior management role will act as lead for a specific thematic area of importance for Manchester. The role holder will commission services for their area and will work across services to ensure service objectives are achieved.

The role will apply in depth, diverse expertise with significant management experience across one service area or a range of services and associated organisations and partners, developing external relationships of significant importance to the organisation.

Liaise directly with members and local councillors to drive effective decision making, contributing to the development of corporate policy and advising in relation to highly complex issues.

The role will lead on work to ensure services delivered directly support organisational aims and the growth and ambition of the region. A key part of this is the creation of business plans that support long term priorities.

The role holder will establish new ways of working which focus on outcomes for Manchester communities and drive continuous improvement in the delivery of services.

Manage employees and budgets successfully ensuring service needs and resource levels are identified and met. Shared or lead responsibility for a specific budget/s.

Ensure statutory regulations are met to safeguard the organisation and the population of Manchester.

Our leaders should be exemplars of the Our Manchester behaviours in action: demonstrating them through their interactions with colleagues and partners day-in-day-out and their overall approach to delivering for the people of Manchester. They should be confident in challenging others who are not demonstrating these behaviours and open to challenge when others feel they are not working in this way.

Foster commitment, talent and fresh thinking, challenging yourself and others and take responsibility for their own development and promoting continuous learning.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the roleholder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Behaviours, skills, and technical requirements

Our Manchester Behaviours

- We work together and trust each other
- We're proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and aren't afraid to try new things.

Generic Skills

- **Communication Skills:** Speaks fluently and writes articulately, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.
- **Planning & Organising:** Ability to turn strategic ideas and objectives into practical, well organised plans. Ability to manage a complex range of functions and manage multiple priorities with confidence.
- **Problem Solving & Decision Making:** Ability to react to immediate problems of a highly complex nature with associated risk factors and deliver pragmatic solutions sometimes under extreme pressure. Uses creative ability to find solutions and whilst considering policy and procedure is also confident in adopting (and justifying) novel or non-standard approaches.
- **Strategic Thinking:** A focus on long- term as well as short-term objectives, ensuring alignment between tactics (who and how) with strategy (what and when). Demonstrates a high level of political awareness and links strategies for continuous improvement with the drive to achieve national, corporate and departmental standards and goals.
- **Financial Management:** Strategic awareness of the financial structure of the Council and the implications of decisions on the delivery of value for money for tax payers.
- **People Management:** Ability to exert positive influence over the performance of others, promoting others' self-esteem, inspiring trust and fostering confidence in others' ability to achieve high standards, thereby enhancing a performance orientated culture which supports the delivery of high quality services to the community.

Technical requirements (Role Specific)

- Qualified Teacher Status or other professional qualification relevant to SEND.
- Significant strategic improvement experience
- Significant leadership experience
- Willing to apply for an enhanced DBS check
- In depth expertise in Local Area SEND