Knowsley Council

Job description	
Job title	Education Improvement Officer
Grade	PMG 3
Directorate	Children's Services
Service/team	Education Improvement
Accountable to	Head of Education and Improvement
Responsible for	Education Improvement
Date reviewed	May 2025

Purpose of the job

To work as an Education Improvement Officer within Knowsley's Education Improvement Team and support the effective delivery of the Education Strategy by working in partnership with the Department for Education, schools, academies and other providers.

To provide advice, support and challenge to schools, academies and other providers and ensure continuous improvement and the raising of standards.

To contribute to the development and implementation of rigorous, high quality procedures for the monitoring of schools and to early identify schools causing concern.

To contribute to the work of the Directorate as a member of the Education Improvement Team, in providing universal, early help and targeted services to children, young people and their families.

All KMBC Managers are required to conform with and demonstrate the Standards set out in the '**Senior Managers Behaviour Framework'**.

The post holder will have key, corporate and service specific responsibilities as outlined within the Job Description. The post holder will be fully responsible and accountable for all areas within their remit, and empowered to make decisions in relation to the outcomes they are working to achieve.

Corporate Duties and Responsibilities

Knowsley Council

To ensure the Council focuses on the most relevant outcomes for the people of Knowsley, all managers are required to support and contribute to delivery of the Council Plan:-

- *Effective support for those in need*
- *Encourage growth that benefits everyone*
- *Deliver targeted support to encourage fairness and opportunity*

Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures, which Local Authorities face.

- To carry out specific corporate roles and assignments as allocated by the Chief Executive or Corporate Management Team.
- To model culture change within the service areas and promote communication that is clear, effective and transparent at all levels, both inside and outside of the Council.
- To provide a major contribution to the change management process within KMBC and partners – working as an active 'change agent' alongside the Corporate Management Team.
- To drive the Council's agenda for excellent customer service, in collaboration with public, voluntary and private sector partners.
- Providing visible, united and clear leadership within the organisation.

Duties and Responsibilities

1. To support the delivery of Education improvement across the local area in line with the Education Strategy.

2. Take responsibility for statutory education duties of the Local Authority.

3. To foster and develop good relationships with Head Teachers that further embeds positive partnership working arrangements.

4. To support the collection and analysis of school performance data and update the Education Dashboard accordingly.

5. Support the development and implementation of action plans for priority areas identified in relation to attendance, inclusion, engagement, personal development, behaviour and welfare and co-ordinate the monitoring and evaluation of the impact of action plans providing feedback and information to senior officers, elected members and governors where required.

Knowsley Council

6. To keep up to date with existing and emerging national, regional and local policy and funding developments and develop termly briefings for schools and elected members.

7. Work with other senior officers across the Council to ensure that services provided for children and families are continuously developed and improved and streamlined wherever possible.

8. To ensure that the services delivered meet the requirements of relevant OFSTED framework in relation to Education and Skills.

9. To maintain effective quality assurance and performance management arrangements to facilitate continuous improvement of service delivery and to monitor performance.

10. To manage effectively and within agreed parameters and policies, all financial and human resources within the post's span of responsibility, including implementation of agreed savings and investments as part of the Councils budget.

11. Promoting better partnerships for learning, including the engagement of parents on issues relating to improving personal development, attendance, behaviour and welfare within schools.

12. Identify and disseminate good practice amongst schools which promotes the development of school to school support.

13. Support governing bodies and provide guidance in acting as the Executive Directors representative at head teacher appointments and other meets where appropriate.

14. Promote high quality leadership and succession planning across the Borough.

15. To represent the Head of Education on relevant boards where appropriate.

16. A recognised management qualification and/or a recognised professional qualification in a relevant discipline.

This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither inclusive nor exclusive and will be changed from time to time to meet changing circumstances and demands.

As a Senior Manager within KMBC there are basic Expected Behaviours;

- Senior Managers will respect, trust and support each other

- We will share the same vision and act in a corporate manner
- Senior managers will ensure there is effective communication throughout the Council, encouraging a broad range of engagements and discouraging an over reliance on any one methodology (such as email)
- Senior Managers will support managers at all levels to be empowered to take managed risks and ensure there is not a “blame culture” within the Council
- Coach, mentor and encourage staff to improve personal and organisational performance
- We will not be hierarchical and will model and display the appropriate behaviours
- Senior Managers will promote and champion honesty and integrity
- We will be prepared to challenge each other in an appropriate way and to accept challenge when it comes
- Senior Managers will ensure meetings are effective

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

Knowsley Better Together – Staff Qualities



Knowsley Council

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out taking into account employees capabilities.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction or interference,
- Report actual or potential security incidents.

As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.