

Wolverhampton City Council
Role Profile Description
BPSSB60S

Date	November 2011
Family	Business and Partnership Support (School Based)
Role Profile Level Number	60S
Purpose	
To plan, organise and commission the delivery of a service to and on behalf of the Governing Body and all partners and stakeholders in the medium to long term.	
Role Accountability	End Result
Planning - Strategy and Policy	
Develop, implement, promote and evaluate the strategies and policies and contribute to overarching strategies for the school or establishment and its partners.	<ul style="list-style-type: none"> • Service policy established • Contribution to school or establishment and partners' strategies • Improved outcomes for the school or establishment, for teaching and non-teaching staff, pupils and for their families or carers and for stakeholders
Planning - Service/Department Plans	
Develop, propose and implement approved business plans/service specifications and SLAs and budgets for the school or establishment.	<ul style="list-style-type: none"> • Approved business plan, on time • Business plan objectives achieved • School or establishment plans delivered to budget • Maximised efficiencies
Work - Organisation	
Organise and control the work of the service to deliver sound advice and support to the school or establishment through both delivery of projects/schemes and individual advice.	<ul style="list-style-type: none"> • Projects controlled to plan • Sound advice given to quality standards • Targets achieved • Compliance with professional and regulatory standards •
Consult with and influence partners to deliver and commission consistent and joined up services.	<ul style="list-style-type: none"> • Services are joined up

Work - Advice	
Provide authoritative advice on a range of complex issues to the Organisation and its partners and draft school or establishments' policies and procedures in own specialist area.	<ul style="list-style-type: none"> • Sound advice given to Headteacher/ SLT/ Governors /partners/stakeholders • Policies/procedures drafted as needed • Complex issues resolved
Resources	
Identify, seek approval for and deploy suitable resources for the school or establishment to deliver its objectives.	<ul style="list-style-type: none"> • Adequate internal and external resources available • Effective use of resources • Staff effectively employed • Maximised investments • Workforce plan in place to maximise resources • Sustainable use of resources
Representation	
Represent the school or establishment at internal and external meetings and events to influence on behalf of the Governing Body; and negotiate decisions, and gather information on external developments affecting the school or establishment.	<ul style="list-style-type: none"> • School or establishment's view and position represented • Other stakeholders understand and appreciate school or establishment's position • Understand and appreciate stakeholders' position by school or establishment • Agreed decisions with outcomes that balance the school or establishment's position with the needs of the wider community
Improvements/Developments	
Keep up to date with best practice, trends, changes and developments in department areas including Government initiatives/legislation and advise the Headteacher / SLT / Governing Body on their implications.	<ul style="list-style-type: none"> • Trends etc identified and anticipated • Advice given on implications • Plans proposed to address/allow for changes
People Management	
Lead, motivate and develop school-based staff delivering service(s) in the school or educational establishment	<ul style="list-style-type: none"> • Able and committed staff • Staff performance objectives achieved • Development plans set and actioned • EPR and HR procedures implemented

Nature of Contacts and Relationship (who and the nature of the communications)
<ul style="list-style-type: none"> • Internal – leading, motivating and developing own teams; influencing policy development in the school or establishment. Working with and advising Headteacher, SLT, Governing Body, Pupils and their families or carers. • External – consulting and working with a variety of stakeholders and partners to advise and influence decision making
Working Environment Context (disruption, physical, disagreeable, health and safety aspects)
<ul style="list-style-type: none"> • Typically office based • May involve limited exposure to challenging circumstances
Procedural Context (creativity, discretion, impact)
<ul style="list-style-type: none"> • Makes decisions on policy and procedures to apply in own function and/or across the school or establishment, and on resource utilisation. Influence on formation of school or establishment's and partners/ policy. Forward and strategic thinking
Planning Requirement
<ul style="list-style-type: none"> • Develops the business plans for the school or establishment identifying contingencies so the business plan objectives can be met • Develop, contribute and implement longer term and strategic plans over the medium to longer term
Key Facts and Figure Ranges (include likely size of any team managed)
<ul style="list-style-type: none"> • Typically staff numbers of up to 50 • Associated budget
Skills, Knowledge and Qualifications
<ul style="list-style-type: none"> • Professional and management qualifications or equivalent experience • Considerable management experience and project management skills. In depth understanding of a complex school based or educational establishment and its environment
Equipment Operated and Essential Skills
<ul style="list-style-type: none"> • ICT skills and relevant software • High level of influencing, negotiation and interpersonal skills