

# Job Description



<b>Job Title:</b> School Support Services Commissioner	<b>Service Area:</b> Education Access and Infrastructure	
<b>Directorate:</b>  CYPS	<b>Post Number:</b>  30315	<b>Evaluation Number:</b>  3631
<b>Grade:</b> PO7	<b>Date last updated:</b> June 2022	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall Purpose of Job**

This post forms part of the Education Access and Infrastructure Service, which ensures that a range of services are in place to enable schools to function effectively for children, including ensuring a sufficient supply of high quality school places.

The post holder will take lead responsibility for commissioning and programme management of services to achieve a programme of national and local objectives and priorities which include:

- Commission a comprehensive range of high quality, responsive and efficient education services for the Newham population, which meet the objectives of

Newham's Mayor and Cabinet, ensuring that *'people are at the heart of everything we do'*.

- Develop and implement commissioning, contracting and performance management frameworks, including for Newham's free schools meals offer (Eat for Free), the school support services contract (currently provided by NPW), and co-ordination of Newham's professional services offer to schools.

## **Job Context**

The post holder reports to the Head of Service (Education Access and Infrastructure).

1. The post holder may have line management responsibility for up to 2 staff.
2. The post holder has budget responsibility for a budget circa £8 million
3. The post holder will be required to work some evenings in order to meet service requirements and in order to ensure appropriate representation of the Council with residents, the Mayor and elected members, and external bodies.

## **Key Tasks and Accountabilities:**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all general responsibilities listed below:

## **Commissioning**

1. Playing a major role in the development of evidence based strategic plans to deliver high value services across the service areas of education and skills for which the post holder is responsible. This will include identifying priorities for the commissioning of services with key stakeholders and developing a programme for implementation within the available financial resources.
2. To deliver through a joint commissioning approach in partnership with the Education and Skills Heads of Service and in line with CYPS strategic priorities
3. To ensure re-commissioning and performance management are based on appropriate research and analysis of need is based on population, current and forecast need and other core data
4. To work in partnership across other Council departments, schools, settings and adult learning providers as well as with the voluntary sector and other key stakeholders
5. To ensure that the commissioning, procurement and contracting cycle works effectively and is focused on delivering appropriate high quality services

## **Procurement**

6. To procure of services through formal contracts and other appropriate arrangements
7. To ensure that the required standards and outcomes including value for money, legal, regulatory and quality are delivered within these contracts

8. To ensure that there are positive and transparent relationships with providers, harnessing their expertise and knowledge about services

### **Performance Management**

9. To ensure that performance management systems are used to deliver continuous improvement
10. To ensure that appropriate performance information is collected and disseminated including for statutory and local performance indicators
11. Delivering effective strategic leadership within the Access and Infrastructure Service including line management. This will include increasing scope as appropriate and ensuring that staff skills and abilities are developed.

### **Other**

12. To deputise by agreement for the Head of Service.
13. To be responsible for the specific operational budgets as determined ensuring that financial processes and reporting requirements are adhered to
14. To represent the Department at external or internal meetings as required

### **Specific responsibilities of the role, which may change depending on future priorities:**

15. Commissioning, programme management and service transformation for:
  - **School support services contract (currently with NPW)** – including leading negotiations on future contract renewals to ensure it meets the needs of children and young people at schools in Newham.
  - **Professional Services offer** – to lead and co-ordinate our traded services offer to schools, maximising take up of services working with each service in CYPS and more widely across the Council, and identifying further development of the online portal (Newham Connect).
  - **Oversight of the Eat for Free grant (free school meals to children in key stage 2)** to support high take up and financial sustainability.
  - **Oversight of other (statutory) support services and budgets for schools** to ensure they are administered efficiently, including the early retirement and redundancy scheme, legal support for schools, and co-ordination of a headteacher working group to review HR and school support services twice per term.

# Personal Specification



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<b>Directorate:</b> CYPS	<b>Post Number:</b> 28566	<b>Evaluation Number:</b> 3631
<b>Grade:</b> PO7	<b>Date last updated:</b> June 2022	

## IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

CRITERIA	METHOD OF ASSESSMENT
<p><b>EQUALITY AND DIVERSITY</b> We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.</p> <p><b>PROTECTING OUR STAFF AND SERVICES</b> Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.</p>	
<p><b>KNOWLEDGE:</b></p> <p>Specialist knowledge of at least one aspect of the Education and Skills agenda</p> <p>A demonstrable understanding of commissioning, procurement and change management</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p>

<p>Excellent financial awareness and knowledge of business planning cycles and systematic approaches.</p> <p>In depth theoretical knowledge of contracting systems and procedures.</p> <p>Proven advanced theoretical knowledge of complex service change, major policy implementation and project management.</p> <p>Excellent understanding of the use of information to drive up performance.</p>	<p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>EXPERIENCE:</b></p> <p>Experience of leading and managing a significant change</p> <p>Experience of developing and utilising systems and processes for performance management</p> <p>Experience of working with other Council Departments to deliver on the education and skills agenda</p> <p>Experience of working with multidisciplinary teams in changing and developing services.</p> <p>Experienced and successful manager of staff in a range of roles / disciplines.</p> <p>Proven experience of working collaboratively with stakeholders to achieve service improvement.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p> <p>Application Form/Interview/Test</p>
<p><b>SKILLS AND ABILITIES:</b></p> <p>Ability to communicate throughout all levels of an organisation, from junior staff to senior directors and including headteachers.</p>	<p>Application Form/Test/Interview</p>

<p>Ability to simplify complex ideas &amp; communicate them.</p> <p>Ability to manage staff.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to organise tasks and workload independently and to demonstrate accountability in supervision.</p> <p>Ability to analyse and evaluate evidence succinctly and report key findings</p> <p>Ability to synthesise information and use to inform strategy</p> <p>Ability to work as part of a team</p> <p>Ability to challenge in a way that leads to constructive improvement</p>	<p>Application Form/Test/Interview</p> <p>Application Form/Test/Interview</p> <p>Application Form/Test/Interview</p> <p>Application Form/Test/Interview</p> <p>Application Form/Test/Interview</p> <p>Application Form/Test/Interview</p> <p>Application Form/Test/Interview</p> <p>Application Form/Test/Interview</p>
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>Demonstrates a preferred style based on collaboration and consultation</p> <p>Ability to deal with ambiguity and uncertainty</p> <p>Ability to think creatively and courageously demonstrating a commitment to bringing about positive change</p>	<p>Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview/Test</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Willingness and ability to work occasional evenings to maintain service delivery.</p> <p>This post is subject to an enhanced DBS check.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Satisfactory clearance at conditional offer stage</p>

This post is exempt from The Rehabilitation of Offenders Act (1974).	
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