

Job Description

Position Details

Position:	Community Focused Schools Lead Officer
Directorate:	Children, Young People and Families Directorate
Service:	Education
Position no:	BG18554
Grade:	4
Hours of work:	37 hours per week
Work style:	Agile Worker – General Offices, Ebbw Vale
DBS required:	Enhanced Disclosure with Child Barred List
Contact:	Hayley Jones – School Improvement Officer
Date:	July 2026

Politically Restricted? ☐ Yes* ☒ No

* The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990

About the Position

Reporting to: School Improvement Officer

Principal Job Purpose: Blaenau Gwent County Borough Council is seeking a motivated and community-focused professional to take on the role of Community Focused Schools Lead Officer.

This role within the Children, Young People and Families Directorate, will support the delivery and development of the Community Focused Schools agenda across Blaenau Gwent. The post holder will work closely with the School Improvement Officer, schools, families and partners to strengthen family engagement, community partnerships and multi-agency working, ensuring that schools are at the heart of their communities.

The role supports schools to strengthen engagement with families, carers and communities and develop effective multi agency partnerships, to improve outcomes for learners.

Responsibilities: To support the School Improvement Officer in delivering the Community Focused Schools programmes for the Local Authority.

Principal Accountabilities

1. To support the School Improvement Officer in the planning, coordination and delivery of Community Focused Schools programmes.
2. To act as a key point of contact for schools, families and partners regarding CFS activity and related initiatives.

3. Lead the development, delivery and review of Community Engagement Plans, informed by local need and stakeholder mapping.
4. Coordinate effective multi-agency partnership working (e.g. EWOs, early years, health, sport and leisure, wellbeing, libraries, employability, adult learning, Police, third sector) to strengthen multi-agency working in schools.
5. Plan for the development of greater community use of school facilities where appropriate.
6. Encourage and support schools to become more community focused in their approach to supporting learners and their families.
7. Establish and sustain mechanisms for parent and community voice, ensuring feedback informs school practice and service development.
8. Coordinate engagement activities, events and workshops, balancing consistency across schools with responsiveness to individual community needs.
9. Support the planning and delivery of professional learning, training, including poverty-sensitive practice.
10. Monitor, evaluate and report on the impact of family and community engagement activity at school and learning-community level.
11. Contribute to national and local authority-wide Community Focused Schools development, networks and shared learning.
12. To undertake any other duties commensurate with the grade as required by School Improvement Officer.

General Accountabilities

1. To comply with the Council's Policy Statement on Health, Safety and Welfare at Work.
2. To positively promote the Council's Strategic Equality Plan and ensure commitment to anti-discriminatory practice.
3. To demonstrate a commitment to ongoing personal development.
4. To adhere to data protection principles whilst undertaking your duties.
5. To be responsible for undertaking your duties in a way that safeguards and promotes the welfare of children, young people and adults at risk. You must bring issues of concern regarding the safety and welfare of children, young people and adults at risk to the attention of the Safeguarding Officer in your service as soon as you become aware of them.
6. Undertake other duties that may be required of you, commensurate of your grade or general level of responsibility within the organisation.

This job description sets out the main responsibilities of the position at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility.

Person Specification

Requirements	Essential (E) / Desirable (D)	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Qualifications		
Recent experience in a role within an education setting, or community setting working in family engagement	E	A/I
Recent experience of working with parents, family members, school staff and community partners to plan, deliver and evaluate engagement opportunities.	E	A
Experience in supporting small scale groups and organisations in applying for grant funding.	D	A/I
Experience of supporting disadvantaged or vulnerable children, families or communities.	E	A/I/PP
5 GCSE's including Mathematics & English	E	A
Experience		
Knowledge and understanding of the Community Focused Schools agenda in Wales.	D	A/I/PP
Knowledge and understanding of the role of partners in supporting schools.	D	I/PP
Knowledge / Skills		
High standard in terms of verbal and written communication skills	E	I/PP
Excellent IT skills, including use of spreadsheets, word processing packages and databases	E	A/PP
Numerate with good analytical skills	E	A/PP
Ability to act on own initiative	E	A/PP
Excellent organisational skills	E	PP
Ability to prioritise workload and identify problems that may require action by others	D	PP
Ability to contribute to effective team working in order to achieve targets and objectives	D	I/PP
Personal Attributes		
Understand and respect the principles of confidentiality	E	I/PP
Able to organise and prioritise workload	E	A/PP
Ability to work accurately with attention to details	D	PP
Commitment to personal development	D	PP
A willingness to work outside normal office hours when necessary	E	A/PP
Special Working Conditions / Requirements		
Understand and demonstrate a willingness to promote positively the Equal Opportunities Policy of Blaenau Gwent County Borough Council	E	A/PP
Full driving licence and access to a vehicle.	E	A

Minimum Welsh Language Skill Requirements	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Welsh Language Skills Level 0. Level 1-5 is desirable. Training is optional.	A
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are desirable and need to be learnt when appointed. Training required: "Welcome Part 1 & 2" (10 hours in total)	
Welsh Language Skills Level 1 Entry / Courtesy (as a minimum) are essential. Training required: "Welcome Part 1 & 2" and "Welcome Back Part 1 & 2" (20 hours in total).	

For further information on the above please refer to the Welsh Language Skills Guidelines

Welsh language skills requirements beyond the minimum stated above e.g. fluent speaker / proficient writer will be outlined within the person specification under qualifications and skills.

Competencies – Leading People	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Provides inspirational leadership & is a role model to others	PP
Takes direct responsibility and is accountable for actions	PP
Respects and values the contribution and ambition of others	PP
Actively promotes equality and diversity	PP
Challenges unacceptable behaviour/attitudes	PP
Recognises and celebrates achievements	PP
Defends colleagues against inappropriate criticism	PP
Demonstrates and is an example of good work-life balance	PP

Competencies – Delivering the Vision	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Communicates a compelling view of the future	PP
Ensures the vision is meaningful to all	PP
Challenges the vision appropriately	PP
Proactively promotes the vision to others	PP

Competencies – Setting & Achieving Ambitious Targets	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is committed to continually improving performance of self and others	PP
Agrees ambitious performance targets and priorities for self and others	PP
Sets high standards and keeps self and others focused on outcomes	PP
Gives regular, constructive feedback on service /team/ individual performance	PP
Recognises and celebrates success	PP
Challenges poor performance appropriately	PP
Seeks learning opportunities from results	PP

Competencies – Empowering Our People	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Encourages and develops personal accountability in others	PP
Works to identify training and development needs in others	PP
Encourages others to think for themselves	PP
Promotes risk-taking and supports appropriately	PP
Utilises and respects the skills, experience, and ambition of others at all levels	PP
Promotes and demonstrates personal and professional learning and development in self and others	PP

Competencies – Communicating	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Creates and encourages two-way communication inside and outside the organisation	PP
Uses appropriate and precise methods of communication	PP
Has personal credibility with a variety of different groups and uses networks effectively	PP
Communicates positively and respectfully	PP
Actively listens and respects others' points of view	PP
Checks own and others' understanding	PP

Competencies – Making Informed Decisions	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Is prepared to take action and be accountable	PP
Regards problem solving as an improvement opportunity	PP
Involves others in decision making	PP
Steps back and takes a wider view	PP
Uses evidence to challenge or support point of view	PP
Considers implications of proposed decisions	PP
Ensures decisions link to continually improving performance	PP
Has the confidence to make ambitious, difficult, or unpopular decisions	PP
Is able to justify and explain decisions	PP

Competencies – Working in Partnership	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Understands partnerships in the context of the “big picture”	PP
Promotes and is actively involved in multi-agency partnerships to continually improve services for the citizen	PP
Networks effectively internally and externally	PP
Recognises, respects, and utilises the expertise of others	PP
Proactively shares knowledge and information	PP
Seeks out the most appropriate people to contribute to partnership working	PP

Competencies – Managing the Political Interface	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Understands the political environment locally, regionally, and nationally	PP
Positively respects and abides by the professional code of conduct and adheres to the principles of political restriction	PP
Establishes and continually improves positive and appropriate interaction with all Councillors	PP
Raises issues and constructively challenges in an appropriate and sensitive manner	PP
Ensures others understand the political dimension of their work	PP
Provides timely, constructive, high quality professional advice to assist the political decision making process	PP

Competencies – Pushing the Boundaries	Assessment methods: Application (A), Interview (I), Presentation (P), Test (T), Probationary Period (PP), other please specify
Regularly and constructively challenges the status quo	PP
Is positive about change and identifies potential benefits to the citizen	PP
Taps into the innovative and creative potential of others	PP
Considers different methods/approaches	PP
Encourages others to suggest new ideas	PP
Supports and develops others’ ideas	PP
Looks creatively inside and outside the organisation for new ideas and actively shares good practice	PP

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