Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Strategic Education Partnership Officer
Service	Children's Services
Team	Education and Belonging
Location	Shute End/Hybrid
Reports to	Achievement and Inclusion Team Leader
Worker Style	Hybrid – Remote working with attendance at council offices, schools and other settings as and when required
Responsible for	No line management responsibilities
Grade	SB 18-21 + 3 SPA
Contract Type	Permanent PT 0.8
Post number (if known)	706265

Main Accountabilities	
1.	Work in partnership with a designated group of schools to provide advice, support and guidance and ensure effective sharing of best practice in line with the Local Authority school partnership, support and monitoring policy.
2.	Work strategically with headteachers, senior leaders and other Local Authority officers on effective partnerships within the assigned education phase.
3.	Provide reports on standards and quality of education in designated schools to the Head of Education and Belonging, other Local Authority officers and, as required, council members.
4.	Contribute to monitoring school performance; report concerns about pupil outcomes, provision or safeguarding early; coordinate and broker support for high-priority schools; and advocate for the most vulnerable.
5.	Contribute to the traded offer of school-improvement services, school consultancy and training for schools, teachers and governors in Wokingham.
6.	Contribute to locally commissioned reviews and quality-assurance activities across the education system.
7.	Deputise for the Team Leader and support the Head of Education and Belonging as required.
8.	Support the programme of headteacher and governor briefings, consultation and steering groups, and the Wokingham Borough Education Partnership.
9.	Lead a portfolio of service activities linked to national and local priorities, as required by the Head of Education and Belonging.

10.	Act, as required, as link officer for designated schools when following up complaints or dealing with critical incidents, following established policies and procedures and providing appropriate reports to the Children Services leadership team and other relevant officers in the council.

Person Specification	Essential	Desirable
Education/Qualifications		
Graduate with Qualified Teacher Status	X	
Evidence of further professional study relevant to the post.		X
Experience		
Substantial and successful teaching experience, with clear evidence of raising standards as a senior leader or headteacher.	X	
Experience of monitoring and evaluating school outcomes and school-improvement planning.	X	
Successful experience of consultancy, INSET or professional development in teaching and learning, leadership and curriculum development, and building partnership working across a wide range of stakeholders.	X	
Successful experience as a Local Authority officer and/or working across school partnerships to develop school-improvement programmes and raise standards.	X	
Skills/Knowledge		
Strong oral and written communication skills.	X	
Good interpersonal skills and the ability to motivate others, work as part of a team and develop sustainable partnerships.	X	
Ability to embrace new ideas and new ways of working to improve services.	X	
Takes ownership of responsibilities, delivery to deadlines and understanding of service accountability.	X	
Commitment to addressing underachievement and meeting the needs of the most vulnerable groups in our schools.	X	
Knowledge of the Local Authority role in school improvement, how it is changing and current education reforms.	X	
Ability to use school performance and Ofsted data to evaluate performance.	X	
Understanding of what makes high-quality teaching and learning, with skills in observation and effective feedback to teachers identifying areas of improvement .	X	
Expertise in particular fields of primary, secondary or special-	X	

school leadership, teaching and learning, curriculum and assessment. Track record in building effective partnerships.		X

Purpose Details	
Service Purpose	To promote high standards of education so that children, young people and adults acquire the skills to succeed in life and support the local economy, while ensuring vulnerable children and young people receive joined-up support from the Council and partner agencies.
Role Purpose	To drive local priorities for high standards of education in Wokingham schools by developing partnerships with senior leaders, challenging and supporting designated schools, contributing expertise to the Local Authority's core responsibilities and traded offer, and promoting and safeguarding children's welfare and achievement.
Corporate Parenting	You will champion the principles of corporate parenting by embedding its ethos in all aspects of service delivery, ensuring decisions and actions consistently reflect the responsibility to act as a corporate parent to children in care and care leavers, and actively contribute to shaping and implementing the wider corporate parenting strategy.

Supervision and Relationships	
Supervision Received	Supervised by Achievement and Inclusion Team Leader
Supervision Given	No direct supervision responsibility. The post deputises for the Team Leader as required.
Contacts	Council officers across services including SEND, Commissioning, Community Engagement, Education Welfare, Social Care, Educational Psychology, Virtual School, Property and Finance; school staff, leaders and governors; early years settings; Ofsted/HMI; the Department for Education; and relevant professional bodies.

Resources/Budget Management
No specific budget or resource-management responsibility.

Special Requirements
Travel to school locations is required. Attendance at evening meetings is required on occasion. The role requires the ability to drive and access to a car. An Enhanced DBS check is required.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	Y
Hand Arm Vibration	N
Lone Working	Y - independent visits to schools/settings
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N - occasional evening meetings only
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working based at Shute End, with travel to schools, early years settings, Council offices and other venues. Occasional evening meetings.

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N

Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
As required in line with regulations. Currently, a satisfactory Enhanced DBS Disclosure is required on appointment and at least once every three years thereafter.

Evaluation Declaration	
Date of Evaluation:	October 2026
Evaluated by:	Majid Ali