

Job Description and Person Specification

Job details

Job title: System leader – parent/carer engagement

Directorate: School Improvement and Performance

Reporting to: Diversity and Inclusion Systems Leader (Secondary)

Direct/indirect reports:

Budget responsibility: None

Grade: L12 to L16 (Teachers Pay and Conditions)

Leadership level: Service

DBS requirement: Enhanced

Job description

- Purpose of the post:
- To be the Hackney expert and strategic point of contact on the best ways for schools and settings to productively involve parents in their children's education - particularly for global majority and disadvantaged families
 - To promote and support best practice in targeted work to make parents of disadvantaged and global majority children feel involved in the child's education
 - To provide input for schools on best practice in pedagogical engagement of groups who have underperformed historically
 - To influence schools so that pedagogy is geared to engage any groups which historically underperform in each school.
 - Support collection, analysis of impact and evaluation of intervention programmes, linked to strategic plans
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Main duties and responsibilities:

Deliver outstanding service

- Ensure that the vision and values of a collaborative system are implemented and evolve in a flexible, creative and impactful way
- Work with headteachers, school governors and schools in Hackney, acting as professional adviser, ensuring positive relationships between school and parents, so that parents who are less likely to engage with education are more engaged, and to benefit pupil educational achievement;
- Take forward work in developing the Hackney Diverse Curriculum – The Black Curriculum

Increase service quality and performance

- To have a focus on tackling disproportionality and narrowing the attainment gap through parental engagement with the curriculum and learning - particularly for global
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majority and disadvantaged families

- Create sustainable structures and initiatives that will support self-improving school systems.
- Work with Hackney Education in developing audits and management tools and strategies aimed at shaping, planning, decolonising curriculum content and delivering activities that impact most especially in:
 - a. Narrowing Attainment Gaps
 - b. Developing inclusive methodologies
 - c. Transition
 - d. Reducing exclusions
 - e. Improving Pupil & Parent voice

Identify opportunities for personal and professional development

- Organise training to secure improvements and enhance achievement, particularly in Turkish Kurdish Cypriot, Young Black Men, Black Boys and Black Caribbean communities.
- To provide training for schools and social workers on parental involvement in education

Identify opportunities for innovation/new business development

- Facilitate the effective engagement of schools academies and towards success in parent engagement
- In conjunction with the school performance and improvement service and headteacher and school groups, review and update the strategic action plan for parent engagement to reflect learning and inform future stages of development.
- To seek and develop innovation, including the use of varied communication channels including those online.
- To advise and support the use of communication channels to ensure they reach all parent groups.
- To provide and signpost resources and materials to support schools and settings with best practice in parent engagement.

Make best use of resources

- Ensure access to well-tailored advice for schools, drawing on local expertise and resources available from the local community of schools, Hackney Education and other services within Hackney Council.
- To link with voluntary sector groups in Hackney which support parents and manage the parent support groups round table
- To work on diversifying PTA and school governance work
- To seek the views of key stakeholders and use this to inform strategies and guidance
- To make active links between the different aspects of work already undertaken to support and inform parents within Hackney Education, using this to further improve impact and ensure coverage.
- To audit, develop and advise on developments for the Hackney online/website offer for parents.

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- Identify and target primary and secondary schools to support and advise, and challenge, enabling growth in capacity.
 - To support and advise on the parent facing work being undertaken through the underperforming group and young black men initiatives.
 - To signpost schools and parents to existing services and directories and evaluate the impact and quality of these.

Develop strong relationships across teams and with partners

- To promote a school-led self-improving system by working with other serving leaders, stakeholders and governing bodies.
- To work alongside, and in collaboration with existing initiatives; reducing exclusions initiatives, Hackney schools group board, the family information service and the local offer.
- To report to all partners on progress and impact against stated objectives and successful strategies.
- To produce an annual public document on progress, successes and lines of enquiry
- To work within Hackney Education and Council policy guidelines.
- Utilise various media channels including social media to promote the work of Hackney Education to parents.

Reflect best practice and ensure compliance

- To identify, and present strategies to overcome, the barriers which prevent disadvantaged groups from engaging with school and setting based learning. Developing a sustainable strategy and activity that impacts on targeted groups
- Support school leaders on the management and monitoring of parent engagement in their schools
- To advise on best practice at transition
- To advise schools on best practice in building supportive relationships with parents where pupils are at risk of exclusion
- To provide advice and strategies to support the completion of home learning including reading in varied school contexts
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Line Manager.

General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to our policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with our policy on Equality and Cohesion and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- All Hackney Education Staff are expected to demonstrate and work towards developing the Hackney Education Leadership Qualities which are:
 - A strong sense of direction and purpose

- Creativity
 - Resilience
 - Credibility
 - Presence
 - Connecting
 - Self-Awareness
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Person Specification

Essential Desirable

	Essential	Desirable
Qualifications		
1. DfE recognised teaching qualification.	✓	
2. Degree or equivalent qualification.	✓	
3. Evidence of commitment to on-going professional development including further qualification(s).	✓	
Experience		
4. Successful and respected experience of senior school leadership		✓
5. Experience of delivering relevant improvement in a school setting	✓	
6. Evidence of successful collaboration to build capacity and engender improvement.	✓	
Knowledge/Skills		
7. Extensive and up-to-date knowledge of national policy/initiatives/requirements in relation to education	✓	
8. Understand context and issues facing disadvantaged communities	✓	
9. Excellent understanding of and commitment to self-improving system leadership	✓	
10. Knowledge of whole-school and classroom strategies to raise achievement, improve outcomes and reduce exclusions		✓
11. Knowledge of principles and practice of quality assurance systems, including school self-evaluation and performance management	✓	
12. Knowledge of equal opportunities legislation, equalities training and the issues surrounding the achievement of different groups of pupils in the context of Hackney	✓	
13. Excellent, demonstrable communication and interpersonal skills (both oral and written) at all levels.	✓	
14. Experience in the use of various communications including social media to promote activities and reach a wider audience	✓	
15. Vision to take the initiative, think strategically and see the larger picture whilst giving attention to detail.	✓	
16. Experience of working with diverse groups of stakeholders	✓	
17. Effective negotiating, influencing and problem solving when working within and across phases	✓	
18. Make sound judgments based on evidence and identify key issues accurately	✓	

19. Demonstrate the following personal and specific attributes: <ul style="list-style-type: none">a. Ability to build relationships and motivate others.b. Have personal and professional credibilityc. Think creatively, strategically and flexiblyd. Ask rigorous questions and probe explanations of root causes, dealing sensitively with otherse. Adaptability and resilience.f. Outcome focused and self-motivated. Enhanced DBS.	✓	
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Re-evaluation - approval (for re-evaluations, get approval to proceed from an SLT member)

I confirm approval to proceed:

SLT Member:		Signature:	Date:
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