

Job Description

Job Title	Education Partnership Manager
Directorate	Children and Young People's Services
Service Area	Education
Grade	10
Competency Level	2
Salary	£54,916 – £60,640
Job Type	Hybrid
Location	City Wide
Disclosure and Barring Service (DBS)	Enhanced with Child Barred List (Child Workforce)
Job Evaluation Ref No.	A9944

Job Purpose

To support the Local Authority in fulfilling its statutory responsibilities regarding schools causing concern, Headteacher recruitment, and the development of collaborative best practice networks.

The role also involves working closely with schools to navigate leadership, HR, finance, and regulatory challenges, with an informed understanding of Ofsted and broader inspection frameworks.

The postholder will work proactively with school leaders, governors, and local partners to drive school improvement, secure strong leadership, and promote effective collaboration within the locality.

Responsible For:

Education Relationship (Complaints) Officer and/or Compliance and Policy Officer

Directly Responsible To:

Head of Service – Education

Main Areas of Responsibility:

- Act as the named officer for a group of education settings within the locality
- Monitor school performance using a range of data and intelligence, identifying early signs of concern
- Lead on the Local Authority's response to underperformance, in line with the statutory guidance '*Schools Causing Concern*'
- Work in partnership with school leaders, governing bodies, and academy trusts to secure rapid and sustained improvement, develop and implement action plans aimed at addressing key issues related to performance, finance, attendance, safeguarding and inclusion
- Maintain up-to-date knowledge of Ofsted's Education Inspection Framework, safeguarding audits, and broader children's services inspections (e.g. SEND, AP, safeguarding)
- Drive and maintain a culture of equality, diversity, and inclusion within education partnerships
- Liaise with HR and finance partners to support schools with strategic workforce planning, budget management, and organisational change

- Prepare written reports and briefings for internal and external audiences, including elected members, scrutiny committees and governing boards, Ofsted or DfE where appropriate
- Provide expert advice and support to governing bodies during the recruitment and appointment of headteachers
- Attend and advise at shortlisting and interview panels, ensuring a fair and rigorous process aligned to statutory and safeguarding requirements
- Support leadership succession planning and talent development across the locality
- Maintain oversight of interim leadership arrangements in schools and support induction for new headteachers
- Facilitate the development of school-led networks focused on improving teaching, learning, and leadership
- Identify and promote system leadership opportunities, including collaboration between high-performing and vulnerable schools
- Encourage engagement with research-informed practice, peer review models, and sector-led improvement
- Work collaboratively with teaching hubs, trusts, and external partners to strengthen local capacity
- Support the development and implementation of inclusive practices, ensuring that all students, particularly those with additional needs or from disadvantaged backgrounds, are supported to succeed
- Build strong, effective partnerships with school leaders, local authorities, and educational bodies and other local stakeholders to support the successful implementation of statutory duties, improvement and inclusion strategies
- Represent the organisation at senior leadership meetings, external events, and consultations, ensuring that education priorities are well-represented and advocated for at all levels
- On occasion, the post holder may be required to deputise for the Head of Service, providing leadership and support in their absence

- Uphold LA values and commitments to inclusion, equity, and excellence in education
- Ensure schools and stakeholders are informed of relevant statutory responsibilities and policy updates

Supervision and Management Responsibility:

- Line Management of one Education Relationship Officer and/or a Compliance and Policy Officer
- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- This role may require occasional travel to schools and other settings. The position may involve walking, standing, and carrying materials during site visits

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 2**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualified Teacher Status or an equivalent leadership qualification with Senior Leadership experience in a School, Trust, or Local Authority context (A)
- Knowledge of the Education Inspection Framework (Ofsted) and other relevant education and children's inspection regimes (e.g., SEND area inspections, safeguarding reviews) (A/I)

Desirable

- Postgraduate qualification in educational leadership or management (e.g., NPQH, MBA in Education)
- Qualification or experience in HR or Finance
- Evidence of significant continuing professional development, particularly in leadership, statutory compliance, and inclusion

Experience

Essential

- Experience of working within or alongside a local authority or multi-academy trust (A)

- Leadership experience in a senior role within a School or educational environment (A/I)
- Experience advising or managing leadership recruitment, HR processes, or staffing strategy in schools (A/I)
- Experience in facilitating school networks, learning partnerships, or collaborative CPD initiatives (A/I)

Desirable

- Experience in a senior leadership role at the directorate or multi-academy trust level, driving strategic changes across multiple schools
- Experience working closely with government and regulatory bodies such as Ofsted and the Department for Education

Skills/Abilities

Essential

- Ability to build strong professional relationships and communicate with credibility to headteachers, governors, and external partners (A/I)
- Outstanding verbal and written communication skills, capable of influencing senior leadership and communicating complex information clearly and persuasively (A/I)
- Proven ability to interpret school performance data and identify schools at risk (A/I)
- Understanding of school budget setting, financial planning, and the relationship between finance, staffing, and school improvement (A/I)
- In-depth knowledge of school improvement strategies - able to identify effective teaching, curriculum design, assessment, and leadership practices across phases (A/I)

- Confident supporting schools before, during, and after inspection, including interpreting reports and aligning school self-evaluation (A/I)

Desirable

- Understanding of the legal and procedural context around school structures (e.g., academisation, federation, or leadership restructuring)
- Experience using educational technology and data systems to monitor compliance and track performance
- Strong project management skills with experience delivering complex initiatives, including staff onboarding and transitions
- Ability to work across a diverse education landscape Including maintained schools, academies, alternative provision, special schools, and early years providers

Commitment

Essential

- A strong commitment to educational excellence and a passion for improving student outcomes, particularly in relation to attendance and inclusion (A/I)
- A proactive and results-driven mindset, with a focus on delivering high-impact outcomes for schools and students (A/I)
- Resilience and adaptability, with the ability to manage multiple priorities and navigate complex, high-pressure environments (A/I)
- Commitment to equity, inclusion, and improving life chances for all pupils - clear evidence of championing vulnerable groups and narrowing gaps (A/I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level