



JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES) Manager Template

JOB TITLE:	Pupil Place Planning Manager		
GRADE:	G11	SERVICE AREA:	Access
JOB CODE:	CHI366PUPIG11		
REPORTS TO:	Admissions & Education Sufficiency Manager	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> The post holder will be expected to use VDU equipment and an electronic measuring device. Attendance at evening meetings and meetings in schools and other establishments will be required. Working outside normal office hours will be necessary. The post holder will be required to attend Council meetings. The post holder will be required to conduct Net Capacity Assessments and consultation meetings on school premises. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves.*
- Embrace change and strive for improvement continuously.*
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality.*
- Challenge the status quo, enable, and empower, act with integrity.*
- Together, they will deliver services that the people of Walsall will be proud of.*

1. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they can live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people, and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the post-holder will promote the Council's employment policies, with reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities, and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

2. Main purpose of the job role:

- To provide strategic guidance on place requirement by providing up-to-date specialist advice on all matters related to the council's statutory responsibilities for school admissions, appeals, children missing education, school organisation and related attendance processes including pupil place planning for EY, SENDI and mainstream pupils
- To manage, monitor and evaluate associated resources to ensure they are well used and represent value for money, in line with local policy and procedure
- Lead and maintain effective procedures and practices in all aspects of service provision including professional supervision arrangements, safe working practices and employment procedures.
- To liaise with Ofsted, DfE and Regional Partners to ensure sufficiency is delivered within expected timeframes and meets statutory requirements
- To be responsible for the effective administration of the school organisation and early year processes on behalf of the Local Authority.
- To be responsible and lead on the consultations on Walsall's school expansion schemes for primary, secondary, and special schools on behalf of Walsall Council.
- To be responsible for the correct information, guidance and support to schools, staff and governors is accurate, accessible, and well communicated in line with the current legislation.
- To link and maintain the effectiveness of the Local Authority's midyear admission process, in line with future projections and pupil place planning for Walsall borough for Early Years, Primary, secondary, Post-16 and SENDI.
- To be responsible for ensuring there are an appropriate number of school places for Early Years, Primary, secondary, Post-16 and SENDI across the borough of Walsall to ensure all children have access to an education of a good standard.
- To be accountable for determining policy and quality assurance of all matters relating to school organisation and early years
- To lead on the strategic input of all pupil place planning provision for Walsall.
- To support the integrated approach to service delivery, aligned to the strategic direction of Walsall Right for Children by ensuring all aspects of school organisation are high quality service, responsive and flexible.
- To ensure stakeholders in Walsall clearly understand the national agenda, legislation and guidance for the sufficiency of early learning and childcare.
- To consult with stakeholders, collate and analyse data and develop delivery plans to ensure sufficiency and quality of places for each age group of children.
- To have financial accountability for associated grants and funding streams and to follow Local Authority financial and reporting procedures.
- To chair or participate in multi-agency meetings, complete and record agreed actions and report appropriately as required.

3. Role specific duties and accountabilities:

Horizon Scanning

- To create databases to support the planning of school places for all Walsall mainstream schools; the post holder will develop policies/procedures and oversee operational planning for all school organisation matters and for all Walsall mainstream schools and special schools from Early Years to 16+.
- To provide strategic guidance and lead on preparing forecasts of mainstream pupil numbers and special school pupil numbers from Early years to 16+ based on information from a variety of sources including ONS and PCT birth data and housing development information.
- To understand the professional landscape around Walsall and the requirements for places across the borough.
- Create and maintain strategic plans, proactively monitor overall progress, resolving issues and initiating corrective action as appropriate to ensure successful delivery within the agreed scope and parameters of the School Organisation Team for pupil place planning purposes.
- Lead research and maintain strong links with other public and private sector organisations that successfully have pupil place planning schemes in places. Prepare and present documentation, which brings forward this learning and knowledge into the wider organisation by way of recommendations to Senior Leadership Team.

Leading People

- Develop the school organisation officer and the data collection officer to enable them to analyse and interpret data from external sources such as the Office of National Statistics.
- Annual performance conversations with both members of staff who will be line managed by the post holder.
- Undertake the recruitment and selection of new staff to support the school organisation section of the Access Team.
- Deal with disciplinary meetings and grievances from staff should they arise.
- Ensure both members of staff follow lone working protocols.
- Lead on complex process development to introduce new ways of working, develop and author all newly required procedures and make amendments to existing ones as required.
- Promote the benefits of School Organisation throughout all schools in Walsall including the creation of reports and other documentation and materials to all stakeholders, Executive Directors, members, interested groups including staff, schools and parents/guardians.

- The post-holder leads on negotiates, consultation and communicates effectively with staff, stakeholders, professionals to develop the places available for children.

Managing Resources

- To be responsible for the completion of the DFE School Capacity Data to ensure a high-quality return is completely accurately, failure to do so can result in significant financial losses to Walsall Council by way of the Basic Need funding, this funding is used to support and maintain the school buildings in Walsall.
- Working with IT to secure any equipment required.
- Strategic development and leadership of an effective School Organisation Team across the Access Team.
- Strategic input into briefings and learning sessions to a range of teams to transfer knowledge so that these teams can assist in implementing policies and procedures relative to the objectives of School Organisation.
- The post holder will independently oversee the delivery of sufficiency programmes that enables the LA to deliver school places across the borough.

Managing Performance

- Act as main school contact for all school organisation matters and progress updates for projects.
- Lead on the communications between the LA and school to ensure the quality of work at schools whilst expansions are underway are of an excellent standard
- Creation of policies and procedures specific to the LA to link with the statutory requirements, ensuring all services are of a high standard.
- To act as decision maker for requirements for school expansions and pupil place planning.
- Manage the school organisation programmes and projects are of the appropriate level of quality; delivered on time; within budget and un accordance with all arrangements,

Managing Self

- Take ownership and responsibility for professional development in line with the requirements of the role.
- Ensure school organisation is fit to ensure future growth by way of pupil place planning.
- Networking with others such as Finance, IFM and Asset Management Team.
- Liaising with service users, offering guidance and advice.
- Whilst managing others, keeping on top of own professional work.
- Independently work to develop all necessary areas of the school organisation service

4. Key Stakeholders and reporting lines

Accountable to: Admissions & Education Sufficiency Manager

Line Management of 2 x School Organisation Officers



JOB TITLE	GRADE	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: refer to corporate behaviours document		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues, and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others to build trust.	A/I	3
Evidence ability to deliver effective programmes to ensure sufficiency in Early Years, Primary, Secondary, Post-16 & Special Schools	I	3
Experience of translating national early years policy to successful local procedure	A/I	3
Up to date knowledge of relevant legislation and guidance, notably the School Admissions Code, Establishing Schools & Making significant changes, understanding of national legislation and local policies/procedures in Education, Health, Early Years and Family Support	A/I/T	3
Able to evidence the ability to use data to plan for improved outcomes for children and families through place creation at all education levels	A/I	3
Experience of leading multi- agency working leading resulting in outcomes for children and families	A	3
Ability to negotiate, consult and communicate effectively with staff, stakeholders, professionals, and agencies	A/I	3
Ability to demonstrate the skills of investigating, problem solving, conflict resolution and decision making	A/I/T	3
Evidence of ability to respond appropriately to safeguarding concerns	A/I	3
Excellent verbal, written and communication skills	A/I/T	3

Evidence ability to deliver effective programmes to ensure sufficiency of school places across the borough.	A/I/T	3
Able to prioritise workload to ensure statutory deadlines are met	A/I/T	3
Able to produce and interpret data to ensure activities meet the needs of the locality and are value for money	A/I	3
Experience: specify type, level and qualitative (not quantitative required); if any.		
Knowledge and understanding of national and local data and key policies	A/I	3
Experience of assessing need and making appropriate referrals to other agencies	A/I	3
Experience of working in partnership with other services and agencies	A	3
Experience of working in a solution focused approach and be able to develop the skills of staff in this way of working	A/I	3
Experience of managing a delegated budget, identifying priorities, and allocating resources	A	3
Experience of identifying the quality of provision and give advice or make referrals	A	3
Experience of interpreting and forecasting from raw data	A/I/T	3
Experience of managing and supervising staff and volunteers, including recruitment, induction, supervision, and training.		
Experience of working strategically within an organisation with the ability to achieve affective and productive partnerships	A/I	2
Demonstrate communication skills both written and verbal to include the ability to write reports and produce documents for a range of audiences	A/I	3
Experience of using GIS Software, MapInfo Software, Collect database, Capita One & Microsoft Packages	A/I/T	3
Qualification: Degree level qualification	A/I	3
The ability to communicate verbally with customers and provide advice and/or		
Prepared by: Alex Groom	Date: February 2022	