

Role Profile

Part A - Grade & Structure Information

Job Family Code	9PCS	Role Title	Education Place Planning Assistant
Grade	PS9	Reports to (role title)	Education Place Planning Manager/School Organisation Manager
		date Role Profile was created	Children, Families & Learning
JE Band	314-370	Service	Education. Lifelong Learning & Culture
		Team	
		Date Role Profile was created	Mar-19

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	To assist Education Place Planning Managers with their analysis of projected pupil demand and to advice on where additional school places are needed or where school organisational change could occur. To support the production of accurate forecasts of pupil numbers using demographic information, housing data and cross border movements of pupils and parental preference. To present data in a meaningful way to support the work of the Place Planning team. To conduct research projects to assist the Place Planning team in strategic decision-making, including data analysis, interpretation and presentation. To assist with academy conversions, including leading meetings with schools. To assist the team with developer contribution requests by preparing justification statements and requesting contributions under the Community Infrastructure Levy.
Work Context	The educational landscape in Surrey continues to evolve, with demographic change creating differing pressures across phases and localities. Whilst some areas continue to experience demand for additional provision, others face the challenges associated with declining pupil numbers and surplus capacity. As such, there is a continued need to work within a diverse education system comprising maintained schools, academies, voluntary aided, foundation and free schools to ensure sufficient high-quality school places are available, whilst supporting the long-term sustainability of educational provision and responding to changing local needs. This post requires a high degree of personal organisation, initiative, and motivation, together with the ability to maintain a clear sense of purpose whilst managing multiple priorities, competing deadlines and complex workstreams within a busy and high-performing team. Whilst supporting Education Place Planning Managers, the postholder will exercise a significant degree of day-to-day autonomy and will be expected to effectively plan, coordinate, and prioritise their own workload in line with service priorities. The role requires the ability to respond flexibly to changing demands, resolve competing priorities and maintain a consistently high standard of customer service when working with colleagues, schools, and other stakeholders.
Line management responsibility if applicable	N/A
Budget responsibility if applicable	N/A
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Risk Management - Identify opportunities and risks associated with the service and escalate / report to management. - Investigate concerns, complaints and safeguarding issues to promote satisfactory and positive outcomes and protect vulnerable members of society. Service Development - Contribute towards developing professional policy, standards and procedure and / or developing and implementing team plans and monitoring and reviewing of services to enhance quality of service. Planning & Organising - Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area. - Contribute to service plans and plan staff resources to maintain operational delivery of services. Finance/Resource Management - Assist with budget/resource/funding management in accordance with the council policies and procedures. Work with others - Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or

	contractors on operational issues to share knowledge or best practice and ensure quality, integrated service delivery. • Work in partnership with service users, their families/carers. People Management • Line manage and/or supervise, guide, advise and mentor less experienced or non-professionally qualified staff on casework and provision of care services, making sure that staff act in accordance with procedures and good practice. Assist in the development of staff and in the timely provision of services. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Relevant professional qualification and relevant registration where required and experience, or considerable experience of working within the service area. • High level working knowledge of relevant legislation, procedural frameworks and practice standards in a specialised area of practice. • Able to assess, plan and review appropriate support. • Numerate and able to advise on effective use of budgets and resources. • Competent in a range of IT tools including MS Office and database management systems. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • High level problem solving skills with the capacity to devise and implement innovative solutions. • Able to lead team working, and use supervision to improve personal performance and practice of junior staff. • Understanding of the principles of confidentiality and information governance and how these apply to social care. • Ability to communicate with compassion and authority in challenging situations and with resistant individuals, be able to effectively engage with people in complex situations both short-term and building relationships over time. • Satisfactory DBS clearance might be required.
Details of the specific qualifications and/or experience if required for the role in line with the above description	• Degree qualified, or significant vocational experience demonstrating development through involvement in a series of progressively more demanding relevant work/roles. • Comprehensive knowledge of computerised business systems in terms of functionality and capability (some roles). • Knowledge of principles, practices, policies and procedures relating to education. • Proven written and oral communication and interpersonal skills with good negotiation and influencing skills and the ability to work collaboratively with internal and external partners/professionals. • Ability to understand, meet and exceed customer expectations. • Ability to work on own initiative, with solution focused problem solving skills. • Ability to manage a range of projects through to completion. • Previous practical or professional experience and understanding of educational environments and landscapes, or supporting service teams and/or providing support to the public.
Role Summary	Roles at this level may manage a small team delivering specific front line services and/or will be an experienced professional assessing and managing a complex caseload supporting consistency and standards of practice, in a defined service or geographical area. They will require a professional qualification and experience or extensive practical experience. They usually work with a range of agencies and extended services in various settings, to provide advice and guidance to support the service user group. They will plan and ensure progress within established procedures and policy, and respond effectively to changing priorities and different situations. Forward planning could be for months ahead although the role will contribute to longer-term development. They will work largely autonomously with access to guidance from more experienced professionals.
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