Head of Education

**Directorate:** Children’s Services

**Post Number:** PS8

**Division:** Children’s Services

**Grade/Salary:** 17

**Section:** Education

**Reports to:** Service Director for Education, SEND and Family Solutions

**Job Purpose**

Responsible for:

* + - * Leading the delivery of a full range of effective, efficient and high-quality education support services.
      * The operational and strategic management of education services.
      * Acting as an advocate of children and young people in all aspects of the work

Under the overall direction of the Service Director the post holder will be fully accountable for the operational management of a key Council service area(s).

The post holder will be accountable for the co-ordination and management of all available resources to provide or commission a high-quality service(s) to support the high quality of education for children in Dudley. He/she will provide effective leadership and management to the service area as well as making an effective contribution to the portfolio of service functions led by the respective Strategic Director / Service Director.

The post holder will be expected to effectively manage service change designed to help achieve the Council’s overall strategic priorities and aims. She/he must be prepared to work flexibly and swiftly adapt to changing circumstances in respect of services provided or commissioned by the Council.

He/she will be expected to develop working partnerships both within and outside the Council with key stakeholders and engage effectively with schools, settings, the Department for Education and Ofsted.

**Specific Responsibilities**

* Leading the operational teams within the Education Service to support positive outcomes for children through their education in schools through to further education.
* To drive and embed the borough’s education strategies by working effectively with school, trust and academy leaders; governors/trustees, post 16 providers, educational support services and the full range of stakeholders to achieve strong ambitions and the best educational outcomes for children and young people
* To ensure that the borough has a co-ordinated set of services which provide both support and challenge to schools and trusts
* To monitor the standards and performance of the borough’s schools and trusts and provide regular reports on the performance of schools to senior officers and elected members
* To lead the Education Capital Development Programme
* To lead the Out of Sight arrangements including those children Electively Home Educated and Children Missing from Education
* To develop and the borough’s relationships with post-16 providers including leading the Post 16 Learning Network, CEG Working Group and NEET Strategic Group
* To monitor and manage education budgets, to ensure the effective use/deployment of resources, value for money and compliance with Directorate and corporate financial management requirements.
* To lead operational managers in the production of robust and meaningful service plans, and ensure that they understand and fulfil their budgetary accountabilities.
* To establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators.
* To promote innovative ways of working and create an environment for change and ensure that practices are put into place to promote effective risk-management.
* To ensure parents are recognised as the key to achieving better outcomes through the development of effective relationships between parents and service providers to increase engagement and involvement through co-production of plans at an individual and strategic level.
* To actively support the Service Director with Schools Forum and the chairing of Budget Working Group.
* To drive effective partnership work across the Children, Young People and Families and Social and Community Services Directorates, health services, trusts, schools, colleges, voluntary and community organisations to deliver integrated and inclusive solutions that improve access, raise achievement, improve outcomes and life chances for all children & young people.
* To drive strategies to improve transition practice for all young people, including those with SEND, moving into further education, employment and/or training.
* To manage relationships with key stakeholders and partners, including school and trust leaders, academies, governors and trustees, the Department for Education, Ofsted, the Education and Skills Funding Agency and the Regional Schools Commissioners Office.
* To lead Operational Managers in the production of robust and meaningful business plans, and ensure that they understand and fulfil their budgetary accountabilities.
* To establish and apply effective individual and team performance management systems in order to monitor, assess and improve standards and the achievement of key performance indicators.
* To comply at all times with the council’s policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
* Ensure effective communications within and across the service areas of responsibility and the wider Council, working closely with the corporate media and public relations service as required to present a coherent and co-ordinated approach to external communications
* Actively lead and promote a positive approach to equality which ensures the Council meets its statutory obligations, engages with all of its communities and develops an inclusive culture which positively welcomes diversity.
* Make an effective contribution to corporate, directorate and service wide management teams and support the Council’s leadership in service developments and where appropriate key corporate policies and initiatives.
* Ensure compliance with all relevant Council policy and procedures throughout the service area(s) making an ongoing contribution to their review and development as necessary.
* Participate in out of hours and emergency/contingency arrangements, either in a corporate capacity or in accordance with the specific requirements of the service area(s) for which the postholder is responsible.

**Special Conditions**

This post is subject to the DBS checking process

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (for cars over 3 years old)

Prepared by

Review Date

**Leadership Accountabilities Framework**

**Strategic Direction:** Post holders will be expected to think strategically, being able to appreciate strategic intent and looking forward across a typical horizon of two to three years. Thinking involves providing direction and translating strategic requirements into practical application and proactively identifying interdependencies to support the pursuit of collective goals.

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| **Workforce**  Be an effective participant in the Directorate Management Team. Lead and develop own team to deliver the implementation of the Council’s strategic priorities through development of local strategies and translating strategic requirements in to practical implementation and working collaboratively across the Council.  Ensure that the departments workforce develops and that the expertise, skills and potential of employees are realised through encouragement of an active learning environment where opportunities to maximise contribution are nurtured and encouraged.  Demonstrating and role modelling Dudley Council values and behaviours | **Governance**  Abiding by the constitution and scheme of delegation, including leading employees through the required processes of the council  Ensure that the highest levels of integrity and probity are maintained in all aspects of the Council's decision-making.  Adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.  Ensure Compliance with health and safety legislation and the Council’s Health and Safety Policies across the directorate. As well as taking reasonable care of own health and safety as well as the health and safety of any person that is affected by your actions. |
| **Financial**  Delivering within budget and ensuring that council financial regulation, standing orders and other financial policies and procedures are consistently applied  Implementing financial rigour, responsible use of resources and delivery of best value. | **Information Security and Sharing**  Maintaining and encouraging a culture where confidentiality is respected  Enabling an environment where employees are comfortable asking questions including whistleblowing to address potential concerns |
| **Safeguarding and Equality**  Ensure that service provision respects and reflects the diversity of communities residing within Dudley and decisions are taken with full regard to the Council’s policies on equality and diversity.  Upholding the highest standards of integrity and valuing difference  Promoting and ensuring awareness of safeguarding and legislation that drives equality for all | **Customer Service**  Develop and foster effective partnerships with a range of partners to develop innovative approaches to service delivery.  Ensuring quality customer service by placing the public at the heart of any decisions, listening to and understanding their perspective  Striving for excellence through driving up customer satisfaction and readily addressing complaints |
| **Change**  Lead on the transformation of service delivery and create a culture that is adaptable to change and enables succession planning and contributes to measurable improvements in outcomes for residents  Providing a clear direction that reflects the ambition the council strives to achieve | **Business Continuity and Performance**  Lead other managers within the department, holding them accountable for the effective delivery of their services through well-considered performance management processes.  Driving up performance and its reporting by actively benchmarking against the best in class |
| **Reputational**  Advocating and promoting a positive image of the Council and the Borough at all times | **Assets and Property**  Empowering communities and employees by developing assets that can be used in ways that reflect their needs |

**Person Specification -** The post holder will be expected to demonstrate associated qualities from the Leadership Accountabilities. In addition, the successful candidate will have attained:

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| **Qualifications** | **Essential** | **Desirable** |
| Qualified Teachers Status | √ |  |
| A leadership qualification or evidence of the study of leadership and management |  | √ |
| Education to a degree level (or an equivalent relevant professional qualification) or able to demonstrate an equivalent level of knowledge | √ |  |
| Evidence of a strong commitment to his/her own personal and  professional development | √ |  |

During the selection process a successful candidate will be required to evidence:

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| **Knowledge and Experience** | **Essential** | **Desirable** |
| Significant leadership experience within a local authority or educational setting | √ |  |
| Significant experience of leading in the development of effective partnerships with health and other stakeholders to improve the outcomes of children and young people | √ |  |
| Significant relevant experience of managing a service / professional expertise area in a large public sector organisation (preferably local government) | √ |  |
| Experience and understanding of the relationships with schools as set out in legislation | √ |  |
| Experience of working in partnership with a range of school stakeholder to deliver on shared objectives | √ |  |
| Substantial experience of service planning and delivery.  Extensive knowledge of local government and wider sector / external influences | √ |  |
| Extensive and comprehensive knowledge and understanding of the service area; the requirements, systems, policy, practice, Procedures, legislation and major issues facing it | √ |  |
| Significant experience of leading and sustaining partnerships both internally and externally | √ |  |
| Significant experience in preparing and delivering management reports on time which address governance and service requirements | √ |  |
| Demonstrable experience in constructive challenge of poor practice or accepted positions both within and out with their responsibilities | √ |  |
| Understanding of recent national developments affecting schools and how these impact on educational outcomes for vulnerable groups | √ |  |
| Ability to effectively apply and monitor performance management  frameworks across the service areas | √ |  |
| Ability to coordinate and efficiently manage the allocated resources  to ensure service delivery is maintained and of a high standard | √ |  |
| Ability to work collaboratively with other managers, elected members and representatives of other key agencies and stakeholders | √ |  |
| Ability to communicate across a broad spectrum of audiences both  internally and externally to the Local Authority | √ |  |
| Sound knowledge of budgetary control and quality assurance  systems, interpreting and understanding complex financial and budgetary information | √ |  |
| Thorough knowledge of relevant statutory responsibilities, legislation  and regulations in relation to the provision of education services | √ |  |