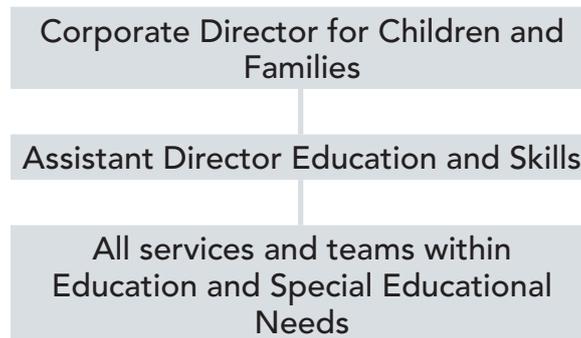




## Job description

Post Title	Assistant Director - Education and Skills
Grade	Chief Officer Band B
Directorate	Children and Families

### Reporting line:



### Job Purpose:

Lead and manage and develop all aspects of the Education and Skills service to achieve Corporate and Service priorities.

The overall purpose of this role is to:

- To deputise for the Corporate Director Children and Families
- To support the Corporate Director for Children and Families as the council's principal adviser on issues related to the development of innovative and realistic proposals for structural and collaborative provision which will make a significant difference to the outcomes for children and young people.
- To ensure that systematic decisions and interventions relating to children who have additional needs achieve the best possible outcomes.
- To create a child centred partnership between the Local Authority, schools and partners that enables children and young people to have effective support at the earliest possible opportunity.
- To enable a greater proportion of Redcar and Cleveland's children to be taught within their own communities.



## Strategic Leadership

To contribute to the corporate leadership across the business as part of the senior leadership team, delivering the corporate strategic plan; setting the agenda across portfolios through strong leadership, being a change advocate, forward planning, management and delivery against available financial and people resources.

With vision and focus, lead the development and delivery of robust strategies and establish business and political priorities, which support the objectives and ambitions of the council ensuring that the post holders service(s) Contribute to the cooperative ambitions.

To lead a range of service, projects and initiatives that benefit the organisation and as appropriate our communities, focusing resources through the effective redesign of serviced on preventative measures to reduce demand and promote self help.

Leading by example, the post holder will role model the Council's cooperative values and behaviours demonstrating commitment to the Borough of Redcar and Cleveland and drive behavioural change in others, championing new ways of working that includes leading virtual teams and matrix management, adapting to thematic priorities when appropriate.

### Relationships:

**Accountable to:** Corporate Director for Children and Families

**Accountable for:** All Service Leads and staff within the Directorate. This includes but is not exclusive: School Improvement and Effectiveness, Governor Support, Virtual Head, Psychology Service, Special Education Needs, School Crossing and Pupil Services.

**General Contacts:** Engage with Elected Members, colleagues, internal and external stakeholders, schools, colleges, businesses, intermediaries, senior personnel within partnering organisations, community groups. Develop, manage and broker relationships at senior level with key local, national and international business; as well as stakeholders representing the Council, and ensuring that the Borough's strategies and policies are taken into account and are relevant.

### Key duties and responsibilities

1. Develop and implement aspirational policies and strategies for learning, educational outcomes and Special Educational Needs (SEN) provisions for young people across the borough.
2. Lead the process of monitoring, challenge, reporting, brokering support (as appropriate) in schools and settings to promote high standards of learning and educational achievement, ensuring appropriate intervention when schools cause concern to make sure that the Council meets legislative requirements and Government standards and expectations.
3. Strategically lead services that provide for children with SEN and children who are, or may be at risk, of not accessing education or being excluded as a consequence of their vulnerability, working across partner agencies in the development of the Special Educational Needs and Disabilities (SEND) strategy to ensure that specialist services are of high quality and meet the needs of children and families.

4. To ensure child protection and procedures are consistently and appropriately implemented across the service.
5. To ensure safeguarding is embedded across the service and the wider council so that children and young people's safety is actively promoted and rigorously pursued.
6. Strategically lead and promote effective partnership working across the Local Authority area working with all schools and settings (maintained schools, academies and free schools) and in partnerships to develop the educational strategy and support a school-led system.
7. To act as the Council's representative on the with the Schools Forum, including the LA role in setting school and academy budgets
8. Oversee the Local Authority strategy for supporting school governance including the duties with regards to information, advice and guidance, governing body constitutions and the nomination of LA governors.
9. To ensure families are enabled to take responsibility, be resilient and independent, self-confident and assured so that young people are well prepared for adult life.
10. To work collaboratively with the Assistant Directors across the Directorate to ensure there is a holistic and seamless approach to working with families.
11. Develop, implement and review the Council's policies and operational plans to ensure that services are provided in accordance with Council vision, outcomes and priorities, and statutory responsibilities are fit for purpose and provide value for money.
12. Keep up to date with all new legislation, guidance and corporate policies and procedures, ensuring that the practice and performance of all staff is reviewed, and recommend organisational change to optimise working practices, culture changes and staff career development.
13. Inform, support and advise Members of the Council so that they can perform their executive, scrutiny and representational responsibilities and ensure that decisions are appropriately informed and service delivered according to Council priorities.
14. Represent the service at appropriate National, Regional and European levels in dealings with government bodies, local authorities, agencies, the local community, the private sector, academic institutions and any other appropriate organisation in order to promote and protect the interests and priorities of this service and the Council.
15. To be part of the Authority's on call rota.

## General/Corporate Responsibilities:

1. To undertake such duties as may be commensurate with the seniority of the post
2. To ensure that the Council's corporate Health & Safety policy is followed and training is undertaken in all pertinent health and safety procedures
3. To partake in the Council's and Directorate's staff training and development policies as well as the Council's system of performance appraisal
4. To treat all information gathered for the Council and Directorate, either electronically or manually, in a confidential manner
5. All employees are required to demonstrate a commitment when carrying out their duties which promotes and values diversity and the equality of opportunity in relation to employees and service users which is in line with the Council's Equality & Diversity Policy.
6. To be responsible for identifying and managing all risks associated with the job role through effective application of internal controls and risk assessments to support the achievement of Corporate and Service objectives
7. To ensure the highest standards of customer care are met at all times
8. To ensure the principles of Value for Money in service delivery is fundamental in all aspects of involvement with internal and external customers
9. To ensure that the highest standards of data quality are achieved and maintained for the collection, management and use of data.
10. To positively promote the welfare of children, young people, and vulnerable adults and ensure that it is recognised that Safeguarding is everyone's responsibility; and to engage in appropriate training and development opportunities which enhance an individual's knowledge and skill in responding to children, young people and vulnerable adults who may be in need of safeguarding.

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**Last Updated: December 2019**



**this is Redcar & Cleveland**



## Person Specification

JOB TITLE	GRADE	DIRECTORATE
Assistant Director - Education and Skills	Chief Officer Band B	Children and Families

### NOTE TO APPLICANTS

Whilst all points on the specification are important, those listed in the essential column are the key requirements. You should pay particular attention to those points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Substantial experience of leading and managing at a senior level in an area relating to complex education senior leadership environments with broad ranges of responsibilities</li> <li>Experience of effective system leadership and collaborative working with external partners and stakeholders</li> <li>Significant experience of having managed under challenging conditions with a strong record of delivering improved outcomes including school improvement</li> <li>Considerable experience of having worked at a senior level in a political environment, skills in understanding and responding to different perspectives and taking a cross organisation approach</li> <li>Highly developed leadership skills</li> <li>Successful senior leadership at school or local authority level</li> </ul>		A, I, C



<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of national policy developments and the requirements for their local implementation</li> <li>• Excellent communication skills, both orally and in writing</li> <li>• Ability to manage budgets and control costs</li> <li>• Ability to drive change and implement improvements</li> <li>• Ability to maintain a strong team ethos and a goal-oriented approach</li> <li>• Ability to gain and maintain the respect of key partners, including head teachers and MAT CEOs</li> <li>• Analytical and strategic planning skills</li> <li>• The ability to lead, and manage a wide range of services</li> <li>• High degree of political awareness</li> <li>• Analytical and strategic planning skills</li> <li>• Ability to facilitate and manage courageous conversations and to challenge and support effectively</li> </ul>		A, I, C
<b>EDUCATION/ QUALIFICATIONS/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>▪ Educated to degree level with relevant professional qualification coupled with substantial relevant post qualification experience</li> <li>▪ Qualified teacher</li> <li>▪ Extensive experience and delivery of strategic planning, continuous improvement and service delivery, including statutory obligations within local or central government or private sector, with demonstrable and proven record of achievement in same</li> <li>▪ In depth knowledge and understanding of factors that contribute to school improvement and successful inclusion</li> </ul>	<ul style="list-style-type: none"> <li>▪ Management qualification</li> </ul>	A, I, C
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Flexible approach to work by responding to the needs of the services including, at times, requirements to work beyond normal working hours</li> <li>• Commitment to own continuous personal and professional development</li> <li>• Strong team player, committed to an ethos of continuous improvement</li> <li>• A good working knowledge of current inspection and assessment framework</li> <li>• Clear enhanced Disclosure and Barring Service check</li> <li>• Full driving license</li> </ul>		A, I, C

CRITERIA	NECESSARY REQUIREMENTS		* M.O.A.
	Essential	Desirable	
<b>COMMITMENT TO EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>Commitment to equal opportunities and the ability to recognise the needs of different service users</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of having completed training in equality and diversity awareness</li> </ul>	A, I
<b>COMMITMENT TO SERVICE DELIVERY/ CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>Commitment to provide a customer-focussed service</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of surpassing customer expectations or service targets / goals</li> </ul>	A, I

### METHOD OF ASSESSMENT: (\*M.O.A.)

A = APPLICATION FORM   C = CERTIFICATE   E = EXERCISE   I = INTERVIEW   P = PRESENTATION  
T = TEST   AC = ASSESSMENT CENTRE   R = REFERENCES