|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB TITLE** | Head of Education and Skills | **DIRECTORATE** | Children and Young People’s Services | |
| **SERVICE** | Education and Skills | **GRADE** | HOS 1 | |
| **REPORTING TO** | Corporate Director, Children and Young People’s Services | | | |
|  |  | | | |
| **PURPOSE OF JOB** | To champion and promote educational and skills excellence in an inclusive way within the educational and business community. To lead on a range of quality assurance and improved activity including service audits, service standards, compliance management and service review. | | | |
|  |  | | | |
| **JOB OUTLINE/KEY RESULT AREAS** | | | | **STANDARDS OF PERFORMANCE** |
| **Generic Key Result Areas**   * Contribute to the strategic development and delivery of Children and Young People’s Services to meet the Council’s policy and planning requirements. * Manage all employees, relevant budgets, and service performance in accordance with council procedures and objectives. * Contribute to and manage the development and implementation of the service and council wide initiatives to deliver improvements across the council. * Manage relationships with internal and external partners to support the delivery of efficient and effective services; * Lead the transformation agenda within the service and participate in partnership arrangements as appropriate.   **Role Specific Key Result Areas**   * To champion and promote educational excellence, whether schools are maintained, academies, free schools, UTC etc that are part of the education community. * Improve the quality of education and standards to secure progression for all children and young people through a sector led improvement system. * Ensure that the performance gap between vulnerable learners and their peers continues to narrow. * Ensure robust safeguarding and wellbeing systems to protect and promote the safety and health of the school population. * Achieve a collective approach towards vulnerable pupils with particular reference to attendance, exclusions and attainment. * Ensure strategic leadership of admissions, place planning and transport functions. * Develop robust and effective relationships with key stakeholders such as Councillors, School Governors, Regional Schools Commissioner, Ofsted and Department for Education. * Lead the development and delivery of advice, support and training to ensure effective governance of schools. * Lead the management and delivery of adult learning, apprenticeships and support to young people not in education, employment or training; * Ensure the development and delivery of actions to achieve continued service improvement, in line with council priorities, national standards and regulatory requirements; * Responsible for meeting the statutory requirements of a regulated service – ofsted; * Work with statutory inspection agencies on an ongoing proactive basis; * Lead the development and implementation of quality assurance of operational services, including service audits, service standards, compliance management and service review; * Responsible for presenting as required to the Overview and Scrutiny Committee. | | | | **Generic Standards of Performance**   * Ensure health and safety of self and others within workplace; * Demonstrate leadership qualities and inspire teams to work across the Council as services are transformed; * Lead a culture of effective management of resources and budget, applying best value and flexible models of support that reduce costs; * Respond to queries and calls promptly and professionally; * Operate effectively as part of the senior leadership team; * Effective communication and engagement; * Ensure principles of equality and diversity and the Council’s other corporate values are embraced and underpin all work for employees and service users; * Appropriate multi-agency working and sharing information.   **MEASURES OF SUCCESS**  **Generic Measures of Success**   * Achieves service objectives * Achieves Performance Indicators/Targets * Customer satisfaction * Meets budgetary requirements * Delivers year on year service improvements * Delivers projects to time, cost, and quality   **Role Specific Measures of Success**   * Satisfaction of Schools, Governors etc * Achievement of national education standards * Enhanced inclusion * Enhanced participation of young people * Protection and safety of children and young people * Ensures service compliance with council requirements * Effective inter-agency planning * Service improvement through performance review and inspection * User and partner satisfaction * Member participation and satisfaction |

|  |  |  |
| --- | --- | --- |
| **QUALIFICATIONS, SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED FOR POST** | **SERVICE AREA/TECHNICAL COMPETENCIES REQUIRED** | **COMPETENCIES REQUIRED**  **(Behavioural Indicators – Leader)** |
| Education & Qualifications   * Relevant professional qualification at degree level or equivalent * Professional teaching qualification (desirable)   **Skills**   * Change management skills * Leadership, delegation and team building skills * High level problem solving, financial control and organisational skills * Significant political and organisational awareness   Knowledge   * Knowledge of the national education improvement agenda and related legislation * Knowledge of Durham CC strategic direction, priorities and issues   **Experience**   * Substantial leadership experience in a school and/or related education setting * Working at a senior level within a range of children and young people’s services environments * Senior management and budgetary experience * Experience of internal and external partnership working * Experience of managing diverse multi-disciplinary teams * Experience of building effective working relationships | **Leadership**   * Analytical thinking - The mental processes of analysis and evaluation. * Strategic thinking - Balancing today's expectations and requirements with the future opportunities, issues, and concerns that may affect business results tomorrow. * Developing others - To coach or mentor others to achieve their best. * Business acumen - The ability to make good business judgements and decisions.   **Service/Technical**   * Educational governance * Educational provision * Educational facilities * Knowledge of relevant legislation, statutory frameworks, good practice and government policy initiatives. | **Customer first:**  Puts the customer first (internal and external) to provide an excellent service.  **Working with others:**  Working together to improve how we provide services and supporting each other through change.  **Communications:**  Conveys information clearly and effectively, in a way which helps people understand.  **Personal impact:**  Is self-aware, acts pro-actively and takes responsibility for achieving results.  **Building our future:**  Wanting to be the best and working together to achieve this. Making improvements through being efficient and delivering value for money.  **Delivering results:**  Continually improving performance and introducing new ideas into the council to achieve results. |