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| **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 |
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| **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. |
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| **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
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| **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. |