




JOB DESCRIPTION

CHILDREN'S AND JOINT COMMISSIONING SERVICES

JOB TITLE:	Assistant Director – Education
DIVISION:	Education
GRADE:	Chief Officer Band A - £81,902- £87,753 per annum
RESPONSIBLE TO:	Director of Children's and Joint Commissioning Services
POST REFERENCE:	101905

Job Purpose and Key Responsibilities

1. As an active member of the Departmental Management Team, support the Director and Executive in implementing the vision, strategic and core values of the Council and provide a clear sense of direction, optimism and purpose across the service.
2. Provide a professional, advisory, challenge and support role to the Borough's schools, academies, colleges and early year's settings in order to significantly improve education and wellbeing outcomes for children and young people.
3. To lead on education services and functions of the Council as a local education authority, and work closely with the Director of Children's and Joint Commissioning Services to ensure that the statutory obligations of the Director in relation to education services are fully discharged.
4. To have lead responsibility for all learning, pupil achievement and school improvement functions across the Council, and deliver continuous improvement in:
 - Teaching and learning;
 - Admissions and fair access;
 - Leadership and management, including school governance;
 - Pupil well-being, behaviour and attendance;
 - Attainment, achievement and progress;
 - Inclusion and support of vulnerable learners, including strategic oversight of SEND Provision, of our Virtual School, and of our Pupil Referral Unit;
 - Public Place Planning, including school capital projects; and
 - Youth Support Service.

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5. Deliver an effective school improvement function that supports, challenges and, where necessary intervenes in schools, to drive up performance, raise pupil attainment and ensures the overall effectiveness of all schools is at least 'good'.
 6. To strategically plan and commission school and specialist education places to ensure the long-term provision of high quality and cost effective educational facilities.
 7. To ensure that effective data and information analysis is obtained to proactively monitor school performance, identify concerns early and deliver timely and targeted intervention to sustain standards and performance at levels of quality acceptable to regulatory bodies such as Ofsted.
 8. To ensure the provision/commissioning of safe, effective and high quality children's services that are responsive to local need and are provided within a clear quality framework and comply with the statutory duties which fall under the responsibility of the post holder.
 9. To lead and manage the Education Division providing management oversight and supervision to officers.
 10. To work with School's Forum and finance officers to maximise the impact of the Dedicated Schools Grant and other funding sources.

Service Remit

11. Develop, direct and monitor school improvement and pupil achievement strategies to ensure that pupils and schools attain and improve in line with national, local and corporate priorities.
12. Lead on the Education Improvement Strategy 2018-21, to ensure students develop the skills, qualifications and aptitude to achieve economic and personal wellbeing.
13. Working collaboratively with the Council's economic regeneration team to deliver the Council's employment skills agenda, taking a key role in delivering the Hartlepool Youth Investment Project.
14. To ensure the long-term provision of high quality and cost effective educational facilities and learning environments to schools and other learning institutions.
15. To contribute to the work of the Tees Valley Combined Authority education, employment and skills agenda to drive school improvement, and education and employment pathways.
16. Working jointly with the other Assistant Directors in the Department to support the delivery of an area based strategy and practical working model for service delivery to ensure the Council delivers high quality, fully-integrated services that are better focused on prevention, early intervention and individual need, and that individuals receive any additional support they require in a universal mainstream or specialist setting.

17. To work with the other Assistant Director for Children's Services to plan and manage the timely and effective delivery of all relevant assessment and services to ensure that children and young people with additional needs are supported during their lives.
18. To implement strategies to strengthen school leadership and governance.
19. Work with the Commissioning Team to ensure the effective commissioning and management of service provision for vulnerable learners and those in need of specialist support.
20. To ensure employees feel valued and understand their role in achieving the Council's vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
21. To lead and work in partnership with other local authorities particularly within the Tees area as projects and services develop.
22. To lead on any projects which cross Council departments as required.
23. Supporting Elected Members in undertaking their roles as community leaders and Ward members.
24. Develop, articulate and espouse the Council's vision to ensure its delivery in a way that the service meets statutory obligations, policy objectives and value for money.
25. Optimise service performance and delivery, ensuring efficient and effective use of the available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
26. Responsible for ensuring the appropriate risk, financial and service management arrangements for the Division are in place.
27. To promote equality and diversity across the Division.
28. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other personal, and comply with the policies and procedures relating to health and safety.
29. To carry out any other duties which fall within the board spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

Changes

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder. **January 2019**

PERSON SPECIFICATION: ASSISTANT DIRECTOR, EDUCATION

POST REFERENCE: 101905

HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.

REQUIREMENTS	ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
Educational/vocational/ occupational qualifications and/or training	Educated to degree level (F) Qualified Teacher Status (F) Evidence of Continuing Professional Development (F, I, R) Evidence of training in leadership and management (F, I, R)	OFSTED Inspector Leading or being part of a Teaching School Alliance or other partnership.
Work or other relevant experience	A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity and with a developed understanding of the issues facing education and school improvement. (F, I, R) A demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships. (F, I, R) Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high performing working environment. (F, R)	
ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		



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Work or other relevant experience continued ...	<p>Evidence of an in depth understanding of the education system, it's interdependencies and forces for change.</p> <p>Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups. (F, I, R)</p> <p>A track record of working in and forging successful partnerships with a wide range of internal and external bodies including other local authorities governmental and non-governmental organisations, the private and voluntary sectors. (F, I, R)</p> <p>A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve service objectives. (F, I, R)</p>	
Skills, abilities, knowledge and competencies	<p>Ability to deliver systems leadership across a diverse school estate and further education providers.</p> <p>High degree of political awareness and capable of working effectively with the political dimension; ability to support elected members in undertaking their roles as community leaders and ward members. (F, I, R)</p> <p>Ability to lead and manage change whilst maintaining consistency with department and corporate values and ethics, working with uncertainty and ambiguity and developing appropriate relationships with staff and managers. (F,</p>	



	<p>I, R)</p> <p>Ability to optimise service performance and delivery, ensuring efficient and effective use of the available resources (financial, human and physical). (F, I, R)</p> <p>Maintain personal perspective and self-knowledge by maintaining continuous professional development and developing personal resilience and skills. (F, I, R)</p>	
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<p>Skills, abilities, knowledge and competencies continued ...</p>	<p>Ability to develop effective external relationships including being a champion for the local authority and working with communities and other agencies. Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisations strategic capacity. (F, I, R)</p> <p>Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisation’s strategic capacity. (F, I, R)</p> <p>Create a supportive learning and self development environment where a culture of learning is promoted, constructive feedback on him/herself and the service provided is encouraged. (F, I, R)</p> <p>Clarifies individual and team direction, priorities and purpose by clarifying objectives and boundaries and being team orientated to problem solving, decision making and to identifying values. (F, I, R)</p> <p>An inspirational communicator, networker and achiever; capable of communicating the vision of the service and the whole organisation to a wide network of internal and external stakeholders; gaining the confidence and support of various groups through sensitivity to needs; and achieving organisational goals. (F, I, R)</p>	
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General	Calm and copes well with work pressures. (F, R) Visionary and brings teams/people together. (F, I, R) Professional and a good role model for others. (F, I, R)	
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary).