



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Job Title Head of Education

Vacancy ID: 010584

Salary: £66,588 - £70,030 Annually

Closing Date: 10/11/2019

Benefits & Grade

Grade: Soulbury EIP (Points 27 to 30 plus 3 SPA points)

Contract Details

Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to an enhanced DBS check

Interview Date

29/11/2019

Job Description

Stockton-on-Tees Borough Council is seeking to appoint a talented and successful education professional with recent and successful senior-level experience of primary school improvement, to lead the Education Improvement Service.

The role offers the opportunity to work with a highly regarded team in a strong family of schools and settings in a dynamic and exciting Council.

Candidates should have an excellent track record of improving schools and understand the changing landscapes within education to ensure the best possible outcomes for the children and young people of the Borough are achieved.

The Education Improvement Service contains a small team of advisory colleagues and School Improvement Advisers who work with settings, schools and academies with a focus on 0-11 phases.

The Service also includes Governor Support, Stockton SCITT, Inclusion and Training and Tees Valley Music Service.

The on-going agenda is to maintain and improve outcomes for all children and young people across the Borough of Stockton-on-Tees and to support sustainable school improvement solutions in partnership with other educational stakeholders.

Information to provide context to the post is provided in the following documents:

- Children's Services Strategy 2017-2020
- Stockton-on-Tees Council Plan Big Plan Bright Future 2019-2022


An online application form and further information is available from www.stockton.gov.uk/jobs.

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Martin Gray, Director of Children's Services, on martin.gray@stockton.gov.uk 01642 527043.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email recruitment@xentrall.org.uk

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Children's Services		Service Area: Education Improvement Service
JOB TITLE: Head of Education		
GRADE: Soulbury EIP (Points 27 to 30 plus 3 SPA points)		
REPORTING TO: Director of Children's Services		
1.	<p>JOB SUMMARY: To manage the Education Improvement Service (EIS) and promote the achievement of high standards in schools and settings.</p> <p>The EIS team leads on work with all schools within the Borough of Stockton-on-Tees at the organisational level. The team currently comprises:</p> <ul style="list-style-type: none"> • 0 – 11 Advisory Team • Inclusion and wellbeing team • Admission and Attendance teams • Governor support service • Stockton SCITT / NQT team • Tees Valley Music Service • Business coordinator and administration team 	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
1.	<p>Co-ordinating and managing the effective monitoring and evaluation of performance in all schools and settings.</p> <p>Effectively managing and monitoring the service budgets in line with Council requirements.</p> <p>Liaising with primary (educational providers and secondary providers appropriate) to promote school improvement.</p> <p>Ensuring a coherent approach to support for schools regarding inclusion and well-being agendas.</p> <p>Leading on brokered services to schools. Liaising with safeguarding partners.</p> <p>Conducting robust and fair performance management of staff in line with Council procedures.</p> <p>Ensuring all teams within the service group work together in a co-ordinated way to provide maximum additionality for schools and settings.</p> <p>Co-ordinating the production, implementation, monitoring and evaluation as appropriate of the relevant sections of the Stockton-on-Tees Council Plan.</p>	
2	<p>To take a lead in promoting achievement across phases, including Special schools by:</p> <p>Developing, sharing and implementing a strategic vision for school improvement.</p> <p>Contributing to (and where appropriate leading) formal and informal partnerships with external partners and cross service agencies, to ensure maximum additionality and linkage between external initiatives and LA work with schools.</p>	

		<p>Taking a lead on schools improvement initiatives as required, maintaining a strategic overview of developments across phase and aligning national and local priorities to ensure maximum impact for schools.</p> <p>Advising the Director on quality, standards and developments in schools and settings.</p> <p>Ensuring good practice is effectively identified and disseminated as appropriate.</p> <p>Co-ordinating effective and appropriate intervention in schools and settings causing concern to the authority.</p>
	3	<p>Providing high quality strategic leadership of the Education Improvement Service team by:</p> <p>Developing, sharing and implementing a strategic vision for school improvement.</p> <p>Ensuring implementation of the statutory guidance for Local Authorities in schools coming concerns.</p> <p>Ensuring appropriate plans are produced and implemented, in line with Council Children’s Services and DfE requirements.</p> <p>Co-ordinating the production of strategy monitoring reports as required.</p> <p>Representing the LA at a local, regional and national level.</p> <p>Ensuring the Schools Improvement Framework delivers challenge for school with appropriate impact.</p> <p>Ensure the service is positioned well against OfSTED schedules for inspection of Children’s services.</p>
	4	<p>To work effectively within the Children’s Services Directorate to raise standards and promote achievement in Stockton’s Schools by:</p> <p>Contributing to (and where appropriate leading) formal and informal partnerships with other agencies and partners</p> <p>Contributing to the work of the Education Improvement Service team by liaising on projects and making explicit links across the work of the service group.</p> <p>Participating fully in service planning, training and support programmes and activities.</p> <p>Working proactively with a range of partners to further the work of the advisory service.</p> <p>Assisting the Director of Children’s Services in implementing the decisions and policies of the Council and liaising with elected members where appropriate.</p> <p>Working with external partners to develop ‘joined-up’ service provision.</p> <p>Supporting Children’s Services and the Council’s drive and pursuit of continuous improvements.</p>
	5	<p>To oversee the management of the premises where Education Improvement Service and other associated offices are located.</p>

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Shaping a Brighter Future – The post holder will embrace the Council’s “Shaping a Brighter Future” programme.

Personal Development – As defined by the Council’s Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Job Description dated September 2019

PERSON SPECIFICATION

Job Title/Grade	Head of Education	Soulbury EIP
Directorate / Service Area	Children's Services	Education Improvement Service
Post Ref:	POS007112	

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Qualified Teacher Status • Degree or equivalent 	<ul style="list-style-type: none"> • OfSTED Inspector accreditation • Higher degree or equivalent 	Application form
Experience	<ul style="list-style-type: none"> • Successful substantial leadership experience in a primary school or equivalent • Proven track record of high quality teaching • Successful leadership of school improvement initiatives • Experience of leading effective forums and partnerships • Successful experience of managing and motivating teams. • Experience of engaging in the process of self-evaluation, planning, implementation and review 	<ul style="list-style-type: none"> • Experience as a governor 	Application / Interview
Knowledge & Skills	<ul style="list-style-type: none"> • Able to establish effective working relationships with a wide variety of agencies and partners and maximise the contribution of colleagues, across EIS • Significant knowledge and understanding of educational and learning practice, research evidence and current developments in education • Have excellent communications skills • Knowledge of Ofsted inspection frameworks. 	<ul style="list-style-type: none"> • Knowledge of LA school improvement function 	

	<ul style="list-style-type: none"> • Knowledge of recent developments in education including assessment and curriculum • Knowledge of Governance • Ability to write cogently and accurately for a range of audiences and council reporting processes • Ability to create, implement, monitor and evaluate a strategic plan • Ability to sort, analyse and evaluate information • Ability to monitor, evaluate and review strategic actions to secure improvements 		
<p>Specific behaviours relevant to the post</p>	<ul style="list-style-type: none"> • Demonstrate the Council's Behaviours which underpin the Culture Statement. • Apply criteria to make sound judgements • Work effectively as an individual • Lead, manage and participate in a range of teams to ensure impact against the Council Plan • Work effectively with a range of adults, e.g. headteachers, managers, teachers, governors, owners, Council Members, fellow professionals, support agencies in other disciplines and voluntary workers in education-related activities • Be adept at the process of people working together, team building, decision making, monitoring and improving performance and problem solving to achieve impact for children and young people. 		<p>Application / Interview</p>
<p>Other requirements</p>	<ul style="list-style-type: none"> • Knowledge and commitment to the school improvement agenda and of the issues facing education over the next five years • Knowledge and commitment to inclusion principles and practice • A clear understanding of what makes for effective school improvement • Ability to engage in a wide range of leadership, management and curriculum debates in the locality, regionally and nationally • Full Driving Licence 		

Person Specification dated

September 2019