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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** |
| 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.

**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.
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