

NORTHUMBERLAND COUNTY COUNCIL

PART A: JOB DESCRIPTION

DIRECTORATE:	Children, Young People and Education
JOB TITLE:	Director of Education, Special Educational Needs and Disabilities, and Skills
GRADE:	Band 17
JD REF:	H190
RESPONSIBLE TO:	Executive Director, Children, Young People and Education
RESPONSIBLE FOR:	Council Services within the portfolio. These may change to reflect need and maximise resources across the Council.
Service/ Functions:	Strategy Direction, leadership and management of Council functions relating to education, SEND, skills and employability. This includes managing the relationship with schools, colleges early years providers and all other stakeholders.
Employees:	This directorate provides advice, support and challenge to a wide range of educational organisations who provide learning to all age groups. The team consists of specialist advisers, professional, teachers, technical experts and associated support. The staff complement across the Directorate is circa 164 FTE.
Budget:	Accountability for the effective management of Council finances within the Directorate and supporting the Executive Director, Chief Executive and other colleagues to make the best use of the total budget available. The postholder holds responsibility for overall management of the Delegated Schools Grant, High Needs Block (£288m) as well as some General Fund resources. This amounts to a gross budget of circa £42m.
Other Resources	As required to ensure that all normal and transformational activity is undertaken to keep young people safe and supported and deliver resident focused and value for money services in line with the Council Vision and Corporate plan. A number of services and activities rely on close collaboration, alignment of effort and partnership working with other local and regional agencies in order to provide a comprehensive and joined up service for Children, Young People and their families/ carers.

JOB PURPOSE:

To lead develop and manage services relating to Education and Skills in order to ensure children, young people and older learners are given the best opportunities and able to achieve their potential, to raise attainment and address the causes of inequality in education outcomes and impact. In the context of education and skills success in these areas it is essential to deliver the Council's key corporate and partnership priorities - a council that works for everyone, to benefit the people of Northumberland recognising the variation in need across the County and its communities..

Lead, on behalf of the Executive Director, the commissioning, provision and delivery of services and initiatives that understand and address the educational needs of children, young people and older learners so that each individual is enabled to achieve their aspirations and ambitions by supporting the development and improvement of the education and skills offer available across the County. These activities will ensure young people are work ready when they leave education and training and able to further develop their skills and knowledge to meet the needs of local employers enabling them to contribute to the ambitions for sustainable growth as well as improve their own confidence . The offer also needs to recognise the need to support adults to retrain or learn new skills which meet economic needs and help them find employment which meets their aspirations.

The postholder will lead on school place planning, overall improvement strategies and capital investment in schools ensuring that the planning for school places and future planning are designed to meet future needs.

To lead on the design and delivery of lifelong learning services that secure improved outcomes and impact for people of all ages and contribute to achieving the Council's corporate priorities. These services will need to sit within a strategy which recognises the varied and changing demographics across different communities.

Act as the lead education professional providing advice to the Executive Director of Children, Young People and Families, Chief Executive, Leader, relevant Cabinet Members, colleagues and Council on matters relating to Education, SEND, Skills and Employability. The postholder will be the lead link with the DfE and other national agencies in regard to these activities.

As requested by the Executive Director lead work with key partners across the education health and care sectors including schools, academies, colleges, universities, early years and other providers to ensure efforts are aligned and operating cohesively to maximise the opportunities and life chances of all children, young people and older learners across the County and to ensure robust arrangements are in place to enhance skills, knowledge and confidence for the benefit of all especially where access might be difficult . This includes ensuring provision for people with special educational needs are understood and integrated into relevant plans and strategies.

To play a full and positive role as a member of the Council's Senior Management Team ensuring the delivery of effective strategic direction, leadership and resource management (people, finance and other assets) to secure the delivery of public services

across the locality. The postholder will be expected to deputise for the Executive Director if requested.

Lead by example and foster a culture, both with the Directorate and across the Council, which engages all staff and partners in the development and delivery of services which meet residents' needs and expectations. This will involve leading cross Council initiatives to make best use of individuals' strengths and foster collaboration across the whole organisation.

Ensure, as a senior executive, that effective governance and assurance processes are applied in all activity as set down in the Constitution and Council policies and procedures to safeguard the Council's financial and statutory duties and demonstrate public accountability and scrutiny of its decision-making processes.

Discharge the functions within the remit of the portfolio having regard to the decision making framework and arrangements.

KEY FUNCTIONAL RESPONSIBILITIES:

In support of the Executive Director be the principal adviser on matters relating to Education, SEND, Skills and Employability and ensure timely advice to relevant Council bodies on all related matters of local and national policy and statutory requirements to enable the Council to make informed decisions regarding the shape, nature and scale of education and learning provision. To promote and support the development of Council policy and initiatives which keep children, young people and learners at the centre of thinking and design and implementation of these activities.

Monitor Education and skills development activity and trends to ensure delivery is at optimum strength to meet priorities and legislative requirements. This monitoring should inform planning so that all offers demonstrate understanding of the population and are able to address special requirements as part of the Council's ambitions and priorities regarding inclusion.

Support schools and other educational providers and hold to account in order to improve educational attainment and learning outcomes for all including children looked after, those in receipt of free school meals, special educational needs and disability or at risk of exclusion. Develop services to meet the educational achievement and improvement needs of pupils, including vulnerable pupils, in all settings and educational establishments. This will involve working closely with the Director of Children's Social Care, Young People and Families to ensure the Virtual School offer meets the needs of Children Looked After and any other aspects within this Head of Service remit.

Support Members of the Council, the Executive Director and the Chief Executive in developing the vision and priorities for the County and ensure best advice is provided on the most appropriate response to internal and external pressures for change. This will involve providing specific advice relation to the functions within the Directorate and effecting the changes required from the regulatory frameworks affecting Educatuon,

Learning and Skills.

Manage well the interface between Elected Members and Officers, maintaining and developing essential Member / Officer partnerships and processes which support and promote a positive and respectful relationship between Members and Officers.

Champion a coherent multi agency approach to service delivery and provide leadership, direction, and management of the team within the Directorate to ensure the delivery of the Council's priorities and provision of high-quality, cost-effective services based on community needs.

Participate and develop the Council's commitment to actively collaborate in major local and regional partnerships to achieve, within the overall strategy, maximum benefit for the Council and its communities relating to the education of children and young people and other learners. These partnerships will be essential to deliver improvements across services that communities and residents' need.

Contribute to successful management of the Council's reputation, ensuring that it always acts in the best interests of Northumberland and that its activities are explained to stakeholders in an open and transparent manner.

PRINCIPAL ACCOUNTABILITIES

Act as the Council's principal adviser on all Education, SEND, Skills, and Employability matters ensuring that the Council implements all national and professional standards and requirements in a timely manner while recognising the interests of local communities.

Oversee the provision of timely and accurate advice to the Chief Executive, Council, Cabinet, Committees, and all Members, to ensure provision of high quality professional support and advice on matters which will ensure all children, young people their families and other learners across the County, can access the help and support they need to improve educational attainment and improve confidence. This advice needs to take account of the current and future needs of local employers to help match skills, knowledge and experience to employment opportunities and support sustainable growth across the County.

Make sure that robust and timely performance management arrangements are in place to address concerns about performance and be in good position to respond to external inspection at all times.

Act as a role model and exemplar in achieving a people-centred, collaborative, values based and inclusive organisational culture that promotes innovation and creativity, nurtures growth, and focuses on developing and maximises potential of the workforce to improve services.

Ensure all statutory and regulatory functions and accountabilities are met.

Oversee the most effective utilisation, performance, and deployment of resources (Human, Physical and Financial) that puts at its heart the provision of high quality, value for money services and ensure that there is sufficient capacity within the directorate to deliver successfully against the Council's ambitions and priorities bearing in mind statutory requirements.
Actively demonstrate commitment and action to develop an inclusive, supportive, and constructive environment where everyone is treated with dignity and respect and diversity is valued in the workplace, in service delivery and communications.
Lead and monitor the efficient and effective implementation of major programmes and initiatives where the postholder is the Sponsor or Programme lead that are central to the achievement of the Council's objectives across and the effective deployment of Council resources.
Provide assurance that strategies and plans are in place to enable that appropriate levels of financial and governance control are in place across the postholder's portfolio and any other activities where they are the Lead Officer.
Oversee the scrutiny and advice on the plans and actions of Central Government and other external agencies to determine their impact on the development of local policies and priorities such as they relate to children's services and position the Council as a decisive and influential organisation to maximise all available assets.
Ensure the promotion, development, and maintenance of good relationships with the media and public as an individual and across the Directorate and ensure effective communication and engagement strategies are applied to support delivery of services and change activities.
Ensure equality, diversity and cohesion principles are embedded across all services. Provide leadership around diversity and inclusion, ensuring that the policies and services of the Council reflect the changing needs of all our communities and workforce and that equality of opportunity is ensured and diversity celebrated.
Represent and negotiate on behalf of the Council at local, regional, and national levels, promoting inter-authority working across the region and demonstrating flexibility and responsiveness to change. This work will particularly relate to the need to ensure appropriate measures are in place to protect children and young people working closely with all Education establishments such as Schools, colleagues and early years facilities to secure the best possible quality of services.
Play a role in the Council's Corporate Emergency Planning arrangements (This includes a requirement to be available in the event of an emergency to perform the duties allocated to the post within the Emergency Plan).
To undertake functions in the event of local or National elections, supporting the Returning Officer ensure the democratic nature of such activities is undertaken efficiently

and in compliance with all statutory requirements.
Ensure that all duties and responsibilities are carried out in accordance with Council's Constitution, governance arrangements, policies, and procedures.
Special Conditions:
This position has been identified as a politically restricted post under the Local Government and Housing Act 1989. Therefore, the post holder is restricted from undertaking or participating in any political activity.

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PART B: SENIOR MANAGERS CORE COMPETENCIES

Working with Partners	
• Work collaboratively across services and departments to deliver corporate excellence. • Work collaboratively with external partners to deliver excellent service. • Seek opportunities for partnership working at a local, regional, national level. • Clarify expectations, objectives and working arrangements of partnerships. • Contribute effectively to multi-partner projects.	

Serving our Community	
• Promote the Community Plan. • Seek and act on feedback from the community. • Influence Service and Corporate plans to reflect community needs • Develop, deliver, and improve access to services based on an awareness and understanding of the diverse community • Promote equality of opportunity in service delivery	

Working within the Political Arena	
• Understand and actively support the role of Councillors. • Understand and actively support the democratic process within Northumberland Council. • Recognise the impact of Government and legislation on Council strategy and services. • Consult, support, and keep Councillors informed.	

Delivering Excellence

- Understand how corporate performance is measured.
- Monitor and evaluate services in relation to objectives and performance indicators.
- Establish a culture that embraces the agreed Vision and Values.
- Be positive ambassadors for the organisation.
- Contribute to strengthening corporate leadership capacity.
- Identify opportunities where organisational performance could be improved.

Focusing on the Future

- Scan the external environment, look ahead, assess strategic options, and develop the Council in the medium and long term.
- Lead the development and implementation of corporate policy at a strategic level.
- Challenge what we do and how we do it.
- Influence relevant national and regional organisations and partners.
- Connect plans, policies, strategies, and services to provide consistent service delivery.
- Generate innovative ideas.
- Translate strategy into action.
- Consider the implications of decisions across the Council and act in the overall interests of Council performance.

Building Shared Vision and Values

- Scan the internal environment and engage employees in compelling visions of the future.
- Create an environment in which a culture embracing our Vision and Values can thrive.
- Involve all stakeholders in building a vision for the future.
- Have a clear picture of the direction the organisation is taking and communicate it with insight, energy, and vision.
- Translate the Council's vision into practical and achievable plans.

Strengthening Corporate Leadership Capacity

- Continuously develop the political leadership and managerial interface.
- Operate with others as a cohesive senior managerial team.
- Create time with staff and other managers for discussion about their development rather than firefighting.
- Coach and mentor staff and other managers.
- Lead, delegate and empower others at a strategic level.
- Identify and develop potential senior managerial successors.

Promoting and Facilitating Change

- Critically evaluate the reasons that prompt change and take appropriate action.
- Proactively steer internal change.
- Proactively manage the exchange of information between the public and the organisation.
- Consider the resource implications of change.
- Anticipate and respond to emotional and morale issues brought about by change.
- Monitor and evaluate the change process to ensure aims are met.

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PART C: PERSON SPECIFICATION

DIRECTORATE:	Children, Young People and Education
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GRADE:	Band 17

Qualifications/Professional Development
Educated to degree level or equivalent
Qualified Teacher status and membership of a relevant professional body.
Evidence of relevant up to date leadership and management training.
Evidence of recent relevant Continuous Professional Development.
Experience, Knowledge, and Skills
Proven achievement of leadership success in an organisation of comparable scale and complexity designing and implementing Education and Skills Strategies with the ability to show broad scope of interpreting complex regulatory requirements whilst delivering services with strong social impact which reflect local circumstances and secure improvements in educational and learning outcomes.
Knowledge of current educational policy especially as it relates to curriculum, teaching, assessment, leadership and management and school improvement.
Wide ranging knowledge of education and skills sectors and national policy development relating to improved learning, participation and employability.
Ability to operate sensitively in a political environment, developing relationships with all members gaining respect, trust, and confidence and being accountable for effective delivery within a challenging financial environment.
Experience of leading major change that challenges existing ways of working, and different service delivery models which provide better outcomes for children and young people, and older learners especially vulnerable or potentially vulnerable people
Evidence of personally leading within an organisational culture that models and embeds the practice of co-design and co-production and collaboration with people inside and outside the organisation.

Evidence of success in personally leading the development of external relationships and influential partnerships that have delivered tangible benefits and created a collaborative environment in addressing challenges facing Children and Young People and learners throughout their lifecycle particular in relation to those who needs additional help in achieving improved educational outcomes.
Senior management experience in school improvement in schools and other establishments concerned with education learning and skills.
Evidence of using strong option appraisal, analytical skills, and innovation with a broad understanding of different delivery models to achieve organisational success in an environment of reducing financial resources.
Ability to develop long term strategic thinking and bring new ideas, approaches, and solutions.
Highly skilled communicator who communicates with clarity, conviction and enthusiasm and can demonstrate integrity, create rapport, and build trust and confidence to positively influence outcomes.
Ability to translate complex ideas and information into meaningful and 'user-friendly' information; 'tells the story' to bring people along and ensure all audiences understand the key messages.
Ability to develop strong relationships with senior leaders from a range of public and private sector organisations.
Personal and professional integrity and credibility that establishes respect, trust, and confidence.
Demonstrate personal resilience and ability to thrive in challenging circumstances.
Model and demonstrate organisational values and leadership behaviours, creating a shared purpose and positive permission culture that enables people to thrive through development, involvement, and well-being.
Motivation
Confident leader with a vision for Northumberland with high levels of energy, stamina, and resilience.
Fully committed to the principles and values underpinning the Council
Demonstrably strong corporate orientation and a commitment to tackling issues that inhibit organisational progress to high quality service delivery.
Personality, behaviour, conduct and credibility that engages and commands the confidence of Council Members, senior managers, staff, the public, external partners, and other stakeholders.