

# Job Description



<b>Job Title:</b> Director of Education, Inclusion and Achievement	<b>Division:</b> Education, Inclusion and Achievement	
<b>Directorate:</b> Children and Young People	<b>Post Number:</b> From Oracle	<b>Evaluation Number:</b> LBN 161
<b>Grade:</b> SMR-E	<b>Date last updated:</b> April 2020	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

## **Equality and diversity**

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

## **Protecting our staff and services**

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

## **Corporate parent**

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

## **Overall purpose of role**

To provide strategic leadership to deliver the educational outcomes, school improvement, school place planning, and inclusion policy for children and young people in partnership with maintained and non-maintained schools in Newham. To deliver a high quality 0-25 SEND service and inclusive education policy for all disabled children and young people.

As a member of the Divisional Management Team (DMT), to work collaboratively with other management team colleagues and external stakeholders to achieve the Directorate service plans and priorities.

## **Role context**

The post holder reports to the Corporate Director for Children and Young People

The post holder has management and oversight of all aspects of the budget responsibility for all functions in the Education, Inclusion and Achievement Service including

- Dedicated School Budget (including High Needs Block and Early Years)
- Education Commissioning Budgets (including Disabled Children Services and SEN Services)

The post holder has staff management responsibility for a range of diverse professional disciplines across multiple service areas, within the Education, Inclusion and Achievement Service.

## **Accountabilities – Director Education, Inclusion and Achievement**

1. To act as the Council's professional expert adviser on a portfolio of educational services and have line management responsibility for directly delivered functions.
2. To lead on the development and maintenance of high quality, effective partnerships with education providers in the borough that deliver the best possible educational outcomes for children and families.
3. To maintain up-to-date knowledge of statutory requirements for education provision and the local authority.
4. To engage with a wide range of educational professionals (including Headteachers, Principals and Governors) on issues of school improvement including pedagogy, curriculum design, leadership/management/governance of schools and colleges.
5. To negotiate and agree improvement targets with learning organisations from early years settings to schools and colleges.
6. To maintain up to date and comprehensive knowledge of the latest research on school provision, including relating to organisational characteristics, provision for different pupil groups and the OFSTED inspection framework.
7. To safeguard children and young people and manage risk in protecting children and young people in education provision.
8. To lead the service improvement of education services in line with council policy.
9. To be responsible for:  
Access and Infrastructure  
School Improvement  
SEND – 0-25  
The Virtual School

## **Tasks and Accountabilities (all Tier 3 posts)**

Tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

### **Strategy**

- To direct and keep under review the Corporate Plan, division specific service strategies and the divisional service plan in order to ensure that the Council fulfils its duties and delivers the agreed aims and outcomes for your division.
- To work in partnership with internal colleagues and external stakeholders in an integrated, holistic and cross-cutting way to achieve delivery of those outcomes.
- To take a “one Council” approach to deliver more effective outcomes and at all times avoid a siloed or single service area approach.
- To work creatively to develop ways of sharing good and innovative practice at a local and national level.
- To ensure the Council’s commitment to put people at the heart of all we do by fully engaging residents in the development of ideas, strategies and policies as well as the co-design, co-production, and joint decision making approaches is implemented throughout the division following the professional leadership of and models developed by the Resident Engagement division.
- To contribute fully to the development and implementation of all corporate strategies and the Council’s vision and to act as a major project or programme Senior Responsible Owner to lead and ensure the implementation of specific corporate projects as required.
- To actively develop and promote the Council’s vision and values through personal leadership to ensure they are delivered throughout the organisation.

### **Service quality**

- To deliver on appropriate service quality measures, targets and outcomes for accountable assessment and that act upon resident and stakeholder perceptions and to seek out more transparent accountability mechanisms for delivery in the division.
- To build effective partnerships and communication strategies in order to harness effectively the public, private, voluntary sector and community resources that can help to deliver the Council’s vision.
- To be one of the Council’s (officer level) representatives in partnerships.

- To work collaboratively with the trade unions on matters of mutual interest to improve services and solve problems in a coherent and integrated manner.
- To promote a positive public image of the Council.
- To provide high level strategic direction and policy advice to the Chief Executive, Corporate Management team, the Mayor, Cabinet, Overview and Scrutiny, all Members and Full Council.

## **Performance**

- To manage and direct the services within the division in order to ensure that they deliver effective and efficient services and that they set and achieve high standards of performance and that they provide best value.
- To manage and regularly monitor work programmes, budgets, performance indicators and quality targets to ensure that the services in the division meet agreed objectives, key performance indicators and income targets.
- To provide the Council, Mayor, Cabinet, Overview and Scrutiny and other council bodies as required with appropriate reports and professional advice to enable them to discharge their functions in an effective and efficient way, and to display the highest standards of ethical governance.
- To performance manage specific services in the division, building a valued, confident, developed, agile, empowered and innovative workforce.
- To uphold the internal control system that safeguards the residents' interest in the appropriate use of council resources and ensure the system is respected and adhered to by all staff in the division.
- To ensure the effective management of data and security of information received and used within the division, to comply with the relevant legislation such as GDPR and the Freedom of Information Act recognising that the Council wishes to operate in the most open and transparent way.
- To ensure performance appraisal procedures are carried out and that there is full compliance with the Council's HR policies and procedures, including sickness absence, conduct, capability, business reorganisation and Health and Safety.

## **Resource Management**

- To participate in the overall Council budget setting process and once agreed, work within that set budget to deliver the required outcomes in a way that delivers value for money both for residents and the Council.
- To plan and keep under review the services within the division to control the budgets within it, manage risk effectively and ensure accountability.

- To lead the service to operate in the most cost effective and efficient way, driving a continuous improvement mind-set among staff.

## **Leadership and Culture**

- To participate in the directorate and organisational change that is needed in order to ensure the services play their full part in achieving the Council's vision and values.
- Drive improvement in customer and community focus, performance, productivity, budget, managerial efficiency and workforce changes to deliver improved outcomes for the people of Newham.
- Model the new behaviours required of all staff in terms of equality, ethical behaviour, effective internal control, agility, transparency, openness, community empowerment and engagement.
- To promote and champion equality and diversity in the delivery of all Council activities, service provision and employment practice.
- To ensure that all services are maintained to the required standards as directed by business continuity and resilience policies.
- To participate in the Council's emergency arrangements as an on call member of the strategic or tactical response team at the appropriate level.
- To ensure that Health & Safety legislation and the Council's Health & Safety requirements are all complied with.
- To work evenings, weekends and occasional public holidays, in order to meet service requirements as required.
- This is a politically restricted post under the Local Government and Housing Act 1989 and the Local Government Officers (Political Restrictions) Regulations 1990. The individuals holding this post cannot have any active political role. Politically restricted employees are prohibited from:
  - Standing for office as local councillors, MPs, MEPs, Members of the Welsh Assembly or Members of the Scottish Parliament,
  - Canvassing on behalf of a political party or a person who is, or seeks to be, a candidate, and
  - Speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party.

## Person Specification

<b>Job Title:</b> Director of Education, Inclusion and Achievement	<b>Post Number:</b> FROM ORACLE	<b>Evaluation Number:</b> LBN 161
<b>Directorate:</b> Children and Young People	<b>Division:</b> Education, Inclusion and Achievement	
<b>Grade:</b> SMR-E	<b>Date last updated:</b> April 2020	
<b>Accountable to:</b>	Corporate Director for Children and Young People (DCS)	

### IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

### EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

### PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA	METHOD OF ASSESSMENT
<b>QUALIFICATIONS</b>  Educated to degree level or equivalent level of work experience at a senior level relevant to the field.	Application form/Certificate

Registered with the Department for Education/National College for Teaching and Leadership or demonstrable experience at senior level in an education setting.	Application form/Certificate
Evidence of continuing professional/management development.	Application form/Certificate
<b>KNOWLEDGE/EXPERIENCE:</b>  Appreciation of major reforms and best practice relating to service area.  Comprehensive knowledge of issues/challenges for the service, nationally/regionally and locally.  Track record of successfully delivering complex programmes or projects relating to the service area.  Knowledge of current issues and statutory and regulatory requirements for service area.  People management at an organisational level including motivation, performance and capability.  Providing strategic leadership to a range of functions, maximising efficiency, different delivery models and improving performance.  Commissioning or delivering operations at a senior level.  Effective Partnership working at a senior level.  Leading, managing and delivering transformational change in a complex organisation.  Experience of the application and development of Digital solutions in a changing environment.  Managing budgets, financial information and the budget setting process at a senior level.  Understanding, appreciating and working within the political context and environment at a senior level.	Application form/ Interview  Application form / Interview  Application form / Interview  Application form / Interview  Application form / Interview  Application form / Interview  Application form / Interview  Application form / Interview  Application form / Interview  Application form / Interview  Application form / Interview

A detailed understanding and awareness of the inspection regime for the designated area of service.	Application form / Interview
<b>SKILLS AND ABILITIES:</b>	
Ability to plan and work towards a long term strategic vision and translate that vision into reality.	Application Form/Interview
Ability to develop, implement and monitor appropriate qualitative and quantitative indicators to measure the performance of the service.	Application Form/Interview
Ability to use management information to judge service performance and to devise and implement service improvement strategies.	Application Form/Interview
Ability to translate corporate policies into tangible service improvements.	Application Form/Interview
Ability to contribute to corporate projects on behalf of the Service.	Application Form/Interview
Ability to manage a large regulatory public service and to devise innovative solutions to service delivery.	Application Form/Interview
Ability to assess the impact of legislative or administrative changes affecting the service including health and safety issues and to proactively implement changes to comply with those requirements.	Application Form/Interview
Ability to listen and respond sensitively to the needs of the community and structure the service around the needs of customers.	Application Form/Interview
Ability to build effective and productive working relationships with colleagues.	Application Form/Interview
Ability to manage, lead and motivate staff and foster their development.	Application Form/Interview
To relate to and work with people at all levels.	Application Form/Interview
<b>OTHER SPECIAL REQUIREMENTS</b>	



<p>This post is subject to an enhanced DBS check.</p> <p>Willingness and ability to work occasional evenings and weekends to maintain service delivery.</p> <p><b>Politically Restricted Posts</b>  The Local Government &amp; Housing Act 1989 imposes restrictions on political activities for certain categories of local government employees. In accordance with this legislation, this post is politically restricted and as such the post holder must refrain from being a candidate for election, an election agent or sub agent, an officer of a political party, or sub committee of such a party or canvass, speak to the public at large, publish written or artistic work or display posters in support of a political party or sub group of such a party.</p>	<p>Satisfactory clearance at conditional offer stage</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
---	--