

JOB PROFILE

POST TITLE:	Director of Education & Children's Services	POST NO:	001891
DEPARTMENT:	Department for Education & Children	GRADE:	C.O.
DIVISION / SECTION:			
ACCOUNTABLE TO:	Chief Executive	ACCOUNTABLE FOR:	Head of Education Services Head of Children's Services Head of Learner Programmes Head of School Effectiveness Strategic Development Manager Modernisation Services Manager
ORGANISATION CHART: SEE ATTACHED			

<p>MAIN PURPOSE OF JOB:</p> <ul style="list-style-type: none"> • To support the Chief Executive in the overall strategic management of the Council to ensure the achievement of the Council's key objectives and strategies. • To contribute to the corporate management of the Council as a member of the Corporate Management Team by taking the lead on issues allocated as part of the post's corporate portfolio. • To lead strategies to promote and maintain high standards in Education in all settings for children and young people, and to improve education and skills for all children and young people in Carmarthenshire. • To ensure that there are clear and effective arrangements in place to protect children and young people from harm. • To have overall responsibility for leading, setting, monitoring and controlling the budgets and resources for the component service elements of the directorate. • To provide leadership and clear direction to all staff within the directorate.
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PRINCIPAL ACCOUNTABILITIES:

1. To provide clear and visible leadership and strategic direction that inspires team working that leads to high levels of commitment and service delivery amongst managers and employees to deliver high educational standards.
2. To be the principal advisor to the Chief Executive and Executive Board on the key issues and strategies relevant to the various service portfolios of the directorate, securing both corporate and political support that will ensure the best possible outcomes for service users.
3. To contribute to the development and effective delivery of the Integrated Community Strategy, Corporate Strategy and Improvement Plan by working closely with the Chief Executive and Corporate Management Team, in consultation with the Executive Board Members and Leader, to deliver tangible outcomes.
4. To fulfil the statutory role of Lead Director for Children and Young People, acting as a strategic champion for children.
5. To collaborate closely and effectively with the statutory Director of Social Services to ensure that sufficient provision is made to ensure the safeguarding and well-being of children in the county.
6. To support the Lead member for Children and Young People in the effective discharge of her/his responsibilities.
7. To provide leadership and vision to the whole Department for Education and Children, ensuring that all the department's activities integrate effectively in pursuit of its objectives to improve outcomes for all children and young people.
8. To scrutinise the performance of the Head of Education Services, and the Head of Children's Services, ensuring that they integrate and collaborate effectively to secure the twin principal objectives of safeguarding children and improving educational outcomes for all children and young people.
9. To establish and continuously develop a strategic vision for the improvement of services to children and young people and other client groups. To ensure that services are provided to the highest possible standard, and that our customers are fully engaged and consulted in service provision.
10. To oversee the performance of the Department for Education and Children, challenging achievement and promoting innovation with a view to securing continuous improvement, in line with corporate business planning and performance management processes.
11. To develop a culture of partnership working with other public bodies as well as those in the private and voluntary sectors to ensure that all opportunities are maximised to the best advantage of the Council and the residents of Carmarthenshire.
12. To contribute to increased collaboration and regional working to secure

improvements and efficiencies in the planning and delivery of services and professional functions for people in Carmarthenshire.

13. To co-ordinate financial management, both revenue and capital, across the Department for Education and Children in accordance with established corporate practices.
14. To influence and contribute to the development and implementation of the authority wide 'Transform, Innovate and Change' (TIC) agenda, so that the development and service delivery innovations improve customer satisfaction, remove duplication and reduced costs.
15. To lead a portfolio of services and from time to time cross-service themes and projects on behalf of CMT.
16. To promote and foster an organisational culture in which challenge, innovation and creative solutions are the norm, whilst positively contributing, and actively promoting the Council's reputation and image as a top performing local authority and good employer.
17. To ensure the Department has a robust and effective workforce / development plan that contributes to the Council's Strategic Workforce Plan and enables the Department to deliver the highest possible service standards whilst ensuring all staff are developed accordingly.
18. To promote, develop and maintain proactive and effective working relationships with colleagues, elected members, central government departments, partner agencies and other organisations to further the effective planning and delivery of services to children and young people.
19. To take a strategic lead in the continuing development and delivery of the Modernising Education Programme (MEP), Welsh in Education Strategic Plan (WESP) and other policies.

MAGNITUDE OF JOB:

The Department for Education and Children is a large multi-faceted department responsible for delivering a broad range of support and development services to children, young people and other citizens across the county.

In April 2017 the Department had a total of around 5600 staff, of whom some 1800 are teachers, and is responsible for 12 secondary schools, 98 primary schools, 1 nursery school, 2 special schools, 3 youth centres, 3 basic skills centres, 2 resources centres, 2 respite care units and 2 Pupil Referral Units

The Department has a gross annual revenue budget of some £197 million, of which around £109 million is delegated to schools, and an annual capital programme of up to £20 million, much of which is associated with its successful Modernising Education Programme.

PREPARED BY: CEO/ACEO(PMP) **DATE PREPARED:** JUNE2017

PERSON SPECIFICATION

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QUALIFICATIONS / VOCATIONAL TRAINING /	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educated to degree level or equivalent in relevant subject or equivalent experience.	✓		Application Form / Certificates
A relevant management qualification or demonstrable continuing professional development.	✓		Application Form & Certificates
<u>KNOWLEDGE & EXPERIENCE</u>			
A good appreciation of the technical, professional and legislative knowledge across the specific areas of the directorate.	✓		Application Form / Presentation / Interview
Thorough knowledge of the Council's Local, Regional and National context to develop and implement relevant strategies, policies and standards.	✓		“
A clear understanding of the Government's agenda for Local Government at both UK and Wales levels.	✓		“
Significant and recent successful management experience at a senior level covering a diverse range of key, high profile Public or Private Sector Services.	✓		“

<p>Evidence of leading significant organisational and service change together with successfully managing the People Management implications.</p>	✓			
<p><u>COMPETENCIES</u></p>				
<p>Deciding & Initiating Action Makes prompt, clear decisions which may involve tough choices or considered risks; Takes responsibility for action, projects and people; Takes initiative, acts with confidence and works under own direction; Initiates and generates activity.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<p>Leading & Supervising Provides others with a clear direction; Sets appropriate standards of behaviour; Delegates work appropriately and fairly; Motivates and empowers others; Provides staff with development opportunities and coaching; Recruits staff of a high calibre.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<p>Adhering to Principles & Values Upholds ethics and values; Demonstrates integrity; Promotes and defends equal opportunities, builds diverse teams; Encourages organisational and individual responsibility towards the community and the environment.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<p>Persuading & Influencing Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others.</p>	✓			Application Form / Presentation / Interview / Assessment Centre

<p>Presenting & Communicating</p> <p>Speaks clearly and fluently; Expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects creditability.</p>	✓			<p>Application Form / Presentation / Interview / Assessment Centre</p>
<p>Formulating Strategies & Concepts</p> <p>Works strategically to realise organisational goals; Sets and develops strategies; Identifies and organises resources needed to accomplish tasks: Monitors performance against deadlines and milestones.</p>	✓			<p>Application Form / Presentation / Interview / Assessment Centre</p>
<p>Adapting & Responding to Change</p> <p>Adapts to changing circumstances; Accepts new ideas and change initiatives; Adapts interpersonal style to suit different people or situations; Shows respect and sensitivity towards cultural and religious differences; Deals with ambiguity, making positive use of the opportunities it presents.</p>	✓			<p>Application Form / Presentation / Interview / Assessment Centre</p>
<p><u>PERSONAL SKILLS</u></p>				
<p>To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.</p>	✓			<p>Application Form / Presentation / Interview / Assessment Centre</p>
<p>Have the ability to create an environment of trust, openness and equality by interacting with people of various social, cultural, economic and educational backgrounds.</p>	✓			<p>Application Form / Presentation / Interview / Assessment Centre</p>

Demonstrate excellent interpersonal skills that enable positive relationships with relevant stakeholders/partners (including Trade Unions)	✓			Application Form / Presentation / Interview / Assessment Centre
Have a strategic mindset towards shaping services that address corporate priorities, integrate and align with complementary activities across the Council.	✓			Application Form / Presentation / Interview / Assessment Centre
Ability to analyse financial information and effectively use the information to ensure efficient budget management and accountability.	✓			Application Form / Presentation / Interview / Assessment Centre

Core Values / Equality and Diversity

Every employee is expected to uphold the authority's core values and maintain the principles of the authority's Equality and Diversity Policy or, if employed within a school, the school's Equality and Diversity Policy, as appropriate to the accountabilities and seniority of the post within the organisation.

Communication Skills:-

Note: To assess the required level of language skills please refer to the following link: [Language Skills Assessment and Guidance - See Point 5](#)

Please indicate level between 1 and 5 for verbal and written skills

<u>Language</u>	<u>Verbal Level</u>	<u>Written Level</u>
Welsh	5	5
English	5	5
Other Language (please state)		

SPECIAL CIRCUMSTANCES:

Politically Restricted Post: (Which requires the postholder to be politically neutral)	Yes	✓	No	
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Where a criminal record check has been identified as relevant to the post, the level of check and justification for carrying out such a check must be specified below.

Please complete all three sections by ticking the level of disclosure required and the workforce type providing a justification for the check.

If you need any assistance in completing this section please refer to the guidance available here: <http://brian/worklife/hr/SitePages/Operational%20HR%20Team.aspx> or ask your HR Officer for advice.

Section A – type of disclosure

STANDARD DISCLOSURE	<input type="checkbox"/>
ENHANCED DISCLOSURE	<input checked="" type="checkbox"/>
ENHANCED DISCLOSURE WITH BARRED LIST CHECK	<input type="checkbox"/>

Section B – workforce type

CHILD WORKFORCE	<input checked="" type="checkbox"/>
ADULTS WORKFORCE	<input type="checkbox"/>
CHILDREN AND ADULTS WORKFORCE	<input type="checkbox"/>
OTHER WORKFORCE	<input type="checkbox"/>

JUSTIFICATION:

PREPARED BY:

ACEO (PM&P)

DATE PREPARED: June 2017