

## JOB PROFILE

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

### MAIN PURPOSE OF JOB:

- 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.

## **PRINCIPAL ACCOUNTABILITIES:**

- 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.
- 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.
- 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.
- 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.
- 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.
- To ensure that services are provided to the highest possible standard, and that our customers are fully engaged and consulted in service provision.
- 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.
- To lead a portfolio of services and from time to time cross-service themes and projects on behalf of CMT.
- To fulfil the statutory role of Lead Director for Children and Young People, acting as a strategic champion for children.
- To take a strategic lead in the continuing development and delivery of the Modernising Education Programme (MEP).
- To support the Lead member for Children and Young People in the effective discharge of her/his responsibilities.
- 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.

- To lead the preparation of the Children and Young People's Plan, in collaboration with partner agencies.
- 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.
- 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.
- 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.
- To scrutinise the performance of the Head of Education Services, as the statutory Chief Education Officer, 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.
- To establish and continuously develop a strategic vision for the improvement of services to children and young people and other client groups.
- 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.
- To co-ordinate financial management, both revenue and capital, across the Department for Education and Children in accordance with established corporate practices.
- 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.

#### **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. It is also responsible for delivering a range of community focused services such as libraries to all members of society.

The Department has a total of approximately **5,000** members of staff working within the Department centrally & in schools made up of (approximately) **1,500** Departmental staff, **1,700** School based teaching staff and **1,800** School based non-teaching staff. The

Department has **27,109** registered pupils and is responsible for **1** Nursery School, **101** Primary Schools, **12** Secondary Schools, **2** Special Schools and **2** Pupil Referral Units. It also has responsibility for **1** Integrated Children's Centres, **2** Respite Centres, **29** Flying Start Settings, **3** Basic Skills Centres, **4** Youth Centres, **1** Education Resource Centre, **2** Children's Services Front Line Teams, **2** Resource Centres, **3** regional libraries and **13** branch and mobile libraries.

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 £19 million, much of which is associated with its successful Modernising Education Programme.

**PREPARED BY:** CEO/ACEO(PMP) **DATE PREPARED:** AUGUST 2016

DRAFT

## PERSON SPECIFICATION

<b>POST TITLE:</b>	Director of Education & Children's Services	<b>POST NO:</b>	001891
<b>DEPARTMENT:</b>	Department for Education & Children	<b>GRADE:</b>	C.O.
<b>DIVISION / SECTION:</b>			

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

Evidence of leading significant organisational and service change together with successfully managing the People Management implications.	✓			
<b><u>COMPETENCIES</u></b>				
<b>Deciding &amp; Initiating Action</b> 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.	✓			Application Form / Presentation / Interview / Assessment Centre
<b>Leading &amp; Supervising</b> 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.	✓			Application Form / Presentation / Interview / Assessment Centre
<b>Adhering to Principles &amp; Values</b> 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.	✓			Application Form / Presentation / Interview / Assessment Centre
<b>Persuading &amp; Influencing</b> 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.	✓			Application Form / Presentation / Interview / Assessment Centre

<p><b>Presenting &amp; Communicating</b></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 credibility.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<p><b>Formulating Strategies &amp; Concepts</b></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>	✓			Application Form / Presentation / Interview / Assessment Centre
<p><b>Adapting &amp; Responding to Change</b></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>	✓			Application Form / Presentation / Interview / Assessment Centre
<b><u>PERSONAL SKILLS</u></b>				
<p>To confidently manage sensitive and political issues with effective use of diplomacy to achieve positive outcomes for service users.</p>	✓			Application Form / Presentation / Interview / Assessment Centre
<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>	✓			Application Form / Presentation / Interview / Assessment Centre

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

ENHANCED DISCLOSURE

ENHANCED DISCLOSURE WITH BARRED LIST CHECK

**Section B – workforce type**

CHILD WORKFORCE

ADULTS WORKFORCE

CHILDREN AND ADULTS WORKFORCE

OTHER WORKFORCE

**JUSTIFICATION:**

**PREPARED BY:**

ACEO ( PM&P)

**DATE PREPARED:** AUGUST 2016