

Job Description

Job Title: Assistant Director – Learning Services
Directorate: People – (Children and Family Services)
Responsible To: Director – People (Children and Family Services)
Grade: Divisional Head 4 (£91,779 - £96,313 per annum)



Job Purpose

1. As a member of the Senior Management Team you will participate in the planning of a range of council services and support Elected Members in realising and delivering their Stronger Together priorities as part of One Council, One Team.
2. To lead the effective development and delivery of services in the following areas and to manage operational risks effectively and proactively:
 -) Early years and pupils 4-11 years
 -) Cross phase and 11-19 years
 -) Virtual school for children in care
 -) Inclusion and Special Education Needs
 -) Traded Services including Catering, Cleaning, Crossing Patrols and Governor Support
 -) Admissions and Home to School Transport
 -) Employability and skills
3. To drive service and business transformation opportunities to achieve continued excellence and efficiency and improved services for our residents.

Key Accountabilities

-) To support the Director in translating strategic vision and priorities into operational plans, monitoring their progress on a regular basis, identifying exceptions and risks and putting in place appropriate strategies to address issues.
-) To provide clear and timely operational and strategic advice, guidance and support to the Director, Elected Members and Senior Management Team, actively contributing to corporate policy and strategic decision making.
-) To determine the best models of service delivery, which deliver good or better outcomes for children and young people.
-) To initiate the development, implementation and evaluation of business plans, strategies, policies and procedures to deliver appropriate quality services to support the Council's core services.
-) To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
-) To promote a clear focus on quality assurance and service accessibility, maximising customer involvement and feedback.
-) To ensure the council meets its statutory responsibilities relating to the remit of the post and is equipped and supported to address all Government inspection and other external scrutiny in order to secure positive outcomes and high levels of achievement.
-) To define and implement the Council's budget strategy within Government controls, identifying and proposing methods and means of generating resources to match and augment external grants and funding.

-) To ensure that resources from the City Council and partner agencies are effectively used and provide value for money
-) To develop and maintain appropriate relationships with diverse stakeholders including; elected members, council officers and other external agencies.
-) To develop and co-ordinate the directorate's performance management system linked to corporate approach, promoting effective management, motivating and leading the service area.
-) To ensure all employees providing services are aware of their shared responsibility for improving outcomes and sharing information.
-) To act as an ambassador for the Council, promoting and developing the authority's image, forming strategic alliances and developing effective working relationships on a local, regional and national basis.
-) To ensure all employees are developed and supported to enable them to reach required competencies to deliver services to both national and local standards.
-) To promote good industrial relations through staff consultation and regular contact with Trade Union representatives at all levels.
-) To promote equal opportunities with our communities and staff through personal example, open commitment and clear action.
-) To develop a positive working environment encouraging active involvement of employees in shaping the development and delivery of services.

Key Results Areas

-) School readiness and early years quality / sufficiency
-) School improvement and educational achievement, city wide and for vulnerable / under achieving groups
-) School place planning and oversight of academisation
-) Identifying and implementing the best model for effective, commercially driven, traded support services for schools
-) Inclusion and support for children with special educational needs and / or disabilities
-) Financially sustainable SEND provision, reducing out of city placements and increasing income from health partners
-) Apprenticeships, careers employment and skills including adult and community learning
-) Optimising the impact of DfE Opportunity Area status to increase social mobility through education

Finance and Staffing Dimensions

Gross Revenue Budget: £86.5m (£7.3m net)

Capital Budget: £1.935m

The city council is also the accountable body for £6m Opportunity Area funding and £2.3m Essential Life Skills Fund

Staff: TBC

These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the City Director.



Person Specification

Job Title: Assistant Director – Learning Services

Requirements: Evidenced by: **a:** application form **b:** test **c:** interview

Knowledge and Experience

	a	b	c
Technical			
An appropriate professional qualification within the remit of the professions covered with evidence of continuous professional development.	✓		
A thorough understanding of the statutory and regulatory framework within the education and learning service area.	✓		✓
Experience of preparing for a national inspection i.e. Ofsted, etc	✓		✓
A thorough understanding of the statutory and regulatory framework within the service area.	✓		✓
Experience of consistent achievement as a senior manager in one of the service areas.	✓		✓
Experience of leading a significant programme of change which had major impact on staff and processes.	✓		✓
Experience delivering best value through innovative, integrated, community focused service provision whilst promoting equal opportunities.	✓		✓
Experience in developing and maintaining positive and effective working relationships with diverse stakeholders and operating and negotiating with outside agencies	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience of effective budget management at a high level and accountability for strict monitoring of resources.	✓		✓
Experience of commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus.	✓		✓

Competency Framework

Should you be shortlisted for an interview, you will be assessed on the following competencies, where you will need to demonstrate/evidence how you meet the criteria.

	a	b	c
Leading and Deciding			
Deciding and Initiating Action; Takes responsibility for actions, projects and people; works under own direction; initiates and generates activity and introduces changes into work processes; makes quick, clear decisions which may include tough choices or considered risks.		✓	✓
Leading and Supervising; A strong leader with energy, flair, resilience and credibility, Provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour,		✓	✓
Supporting and Co-operating			
Adhering to Principles and values; Upholds ethics and values; demonstrates integrity; promotes and defends equal opportunities, has a personal and professional commitment to trust, builds diverse teams; encourages organisational and individual responsibility towards the community and the environment.		✓	✓
Interacting and Presenting			
Relating and Networking;		✓	✓

Easily establishes good relationships with customers and staff; communicates well with people at all levels, including members, partners and trade union representatives; builds wide and effective networks of contacts.			
Persuading and Influencing; Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.		✓	✓

Creating and Conceptualising			
Formulating Strategies and Concepts; Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓

Adapting and Coping			
Adapting and Responding to Change; Adapts to changing circumstances; tolerates ambiguity; accepts new ideas and change initiatives; adapts interpersonal style to suit different people or situations; remains calm and focussed; shows an interest in new experiences and challenges.		✓	✓

Enterprising and Performing			
Achieving personal work goals and objectives; Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.		✓	✓
Entrepreneurial and commercial thinking; Demonstrates commercial and business acumen; keeps up to date with competitor information and market trends, maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.		✓	✓