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| <b>Job Title</b>  | <b>Director of Education</b>       |
| <b>Pay Grade</b>  | TBE                                |
| <b>Directorate</b>  | People Services                    |
| <b>Division</b>   | Education Services                 |
| <b>Reports to</b>   | Corporate Director People Services |
| <b>Location</b>   | Dependant on the Line Manager      |
| <p><b>Role Purpose</b></p> <p>The Director of Education will:</p> <ul style="list-style-type: none"> <li>• Lead and direct the strategic and general management of the of the Education Division</li> <li>• Lead and direct the strategic development of the Educations Division Commissioning function for statutory and non-statutory services.</li> <li>• Lead and direct services that relate to the education of children and young people aged 0-19 and those 0-25 with special educational needs and disability.</li> <li>• Advise the Leader, Chief Executive and Corporate Director in respect of reforms and responses to the national government agenda that impact on Education services across the People Services Directorate.</li> <li>• Lead on and be responsible for providing advice to Elected Members.</li> <li>• Develop and maintain effective working relationships with all relevant stakeholders both internal departments and members, and externally including with health, schools, stakeholders, providers, voluntary sector, service users, government bodies etc.</li> <li>• Lead and direct the effective development and implementation of key strategies and education on behalf of the Council and People Services</li> <li>• Responsible for integration of health and education (in partnership with Care) in Harrow in relation to SEND</li> <li>• Represent and otherwise deputise for Portfolio Holders and Corporate Director of People Services, as required</li> <li>• Principal point of contact with Regional Schools Commissioner and DFE on Education matters in relation to Harrow</li> <li>• Lead on the Council's Planning for school places and programmes for capital investment in school to ensure schools are designed to achieve the best outcomes.</li> <li>• Lead and influence the Council's 0-24 strategy to increase learning opportunities.</li> </ul> |                                    |
| <p><b>Job Context (Key outputs of team/role)</b></p> <p>The post holder will:</p> <ul style="list-style-type: none"> <li>• be based within the People Directorate within Harrow Council and report directly to the Corporate Director People Services and holds the strategic lead for Education.</li> <li>• be a member of the People Services Leadership Team, Corporate Leadership Group (CLG) and Education Service Management Team.</li> <li>• work across the directorate and organisational boundaries in a cross cutting and collaborative way seeing the links and synergies with budgets, resources and policies that will promote the Council's agreed priorities and put the interest of the Council first.</li> <li>• act as lead officer and directly advise the Corporate Director, council committees and panels including Cabinet and Scrutiny sub committees and council members on all strategic policies and practices relating to the People Services Directorate. Plans will cover between 1 and 5 year periods.</li> <li>• Lead and direct the strategic and general management of the following services / functions:</li> </ul>  |                                    |

- The LA relationship with maintained, academy and free schools and LA partnerships with the private school sector
- Harrow Virtual School
- Special Educational Needs Assessment and Review Service (SENARS)
- SEND Transport commissioning
- Children’s Sensory Team
- Educational Psychology Service
- Autism Spectrum Team
- Portage
- School Admissions
- School Attendance
- School Organisation
- Children Missing Education
- Child Performance and Employment
- Elective Home Education (EHE)
- Home to School Transport
- Early Years (EYT): Childminders; PVI’s, EYFS
- Families Information Service (FIS)
- School Effectiveness (School Improvement)
- Harrow Education Partnership Board relationship
- Monitoring and Moderation of national tests
- Governor Services; including Governor Training
- NQT
- Standing Advisory Council for Religious Education (SACRE) and the Agreed Syllabus Conference (ASC).
- Young People who are not in Education, Employment of Training (NEET)
- Commissioning of licences across Education and related teams
- Develop and drive the agenda for the Council’s traded services to schools.
- Ensure appropriate governance arrangements, including the management of finance and regulatory activity.
- Support schools to improve educational achievements and learning outcomes for children and young people, including those looked after, those in receipt of free school meals, with special educational needs, disability or at risk of exclusion.
- Responsibility for ensuring that schools, academies, and colleges identify and address the causes of inequalities in educational outcomes and attainment, especially for vulnerable learners and children looked after.
- Promote inclusion and ensure delivery of an authority wide model for inclusion and challenge schools where pupil exclusions are unreasonable.
- Lead on strategies to work with schools and other associated bodies regarding performance and autonomy and championing appropriate intervention with under performing schools and those requiring improvement.
- Promote a culture of aspiration throughout Harrow working in close partnership with education and skills stakeholders.
- Building a positive reputation for Education. Learning and Skills, locally and nationally through effective communications and stakeholder engagement.

Responsibility for:

- SEN funding of £40 million
- Other DSG funding of £16 million
- PP funding of £300,000

Staffing (core, DSG and SLA's)  
£4million (approx.)

- **Generic Duties**
- *Implement and champion, through service and staff development, the Council's Health and Safety, Equal Opportunity and Information Security Policies.*
- *To ensure that the post holder complies with their responsibilities as laid out in the council's health and safety policy and takes an active role in promoting a positive health and safety culture.*
- *Promote and ensure participation in the Council's individual performance appraisal and development initiatives and information management best practice.*
- *To support the operation and general elections when requested by the returning officer.*
  
- **(The Following Generic Duties are for Managers with Delegated Budgetary Authority - please delete and amend where appropriate)**
- *To motivate, train, develop and performance manage staff to maintain an effective workforce capable of meeting its objectives.*
- *To manage the function so that the services provided are responsive to customer requirements, accessible to all areas of the community and provide value for money*
- *To develop the structures, systems and policies necessary to support effective service delivery.*
- *To formulate annual operational plans and budgets for the function **or team** so that there are clear priorities and appropriate resources are allocated to their achievement.*
- *To resolve the most complex and high-level operational issues so that they are resolved effectively and precedents are set for the resolution of similar issues.*
- *To develop **or contribute to** longer term (2-3 years) plans for the services managed so that they are developed in line with Council and Government priorities and customer requirements.*
- *To ensure services link effectively with related service provision, within or external to the Council, so that coherent and value for money services are provided. Where appropriate, and in conjunction with other service providers, to undertake joint planning of service delivery and/or for the closer integration of service provision.*
- *Prepare monitor and control the service budget to ensure that expenditure is in line with the agreed business plan.*
- *To manage the teams and service provided in a way that promotes the Council's approach to diversity.*
- *Provide performance management for Council employees working within the service.*

### **Values, Behaviours and Equalities**

We want our colleagues to live our values. These values describe what we stand for and how we do things at Harrow whilst inspiring, challenging and guiding us towards the delivery of our organisational ambitions and goals. Our three values are:

**Be Courageous, Do It Together and Make It Happen**

These values will also help us to achieve our equalities vision of being a proud, fair & cohesive Harrow, a great place to live, work & visit.

**Main Duties / Accountabilities**

1. Advise the Corporate Director and the Council's leadership team on policy and legislation relevant to People Services Directorate.
2. Resolve complex matters across People Services with the Council's People Services leadership team without recourse to the Corporate Director People Services except in the most serious situations.
3. Provide strategic leadership on the development and implementation of policies, strategies and projects that deliver the responsibilities and priorities of People Services Education including the Local Authority statutory duties for education.
4. To act as lead officer and directly advise the Corporate Director, portfolio holders, council committees and panels including Cabinet and Scrutiny sub committees and council members on all strategic policies and practices relating to the People Services Education functions. Attend council, cabinet and other committees and events as required.
5. Lead and direct the development and implementation of the People Services Strategic Education Plan, the SEND Strategy and other partnership plans relevant to Education.
6. Lead and co-ordinate communication on People Services Education both internally and with partners.
7. Develop and maintain effective governance and performance frameworks to clarify accountabilities, expectations and ensure that effective monitoring, reporting and challenge mechanisms are in place for Education services.
8. Ensure service agreements and contract arrangements enable service delivery against agreed outcomes
9. Ensure monitoring and review arrangements are in place to enable evaluation of service delivery and impact on achieving agreed outcomes.
10. Maintain and develop effective systems and processes for identifying the needs of the local community and the resources available to deliver agreed outcomes.
11. Maintain and develop an effective framework for consultation, engagement and co-production with service users, staff, trade unions, voluntary and community organisations, partners and other stakeholders.
12. Ensure services are both delivered and commissioned to enable achievement of agreed outcomes through effective, efficient, equitable and sustainable service delivery.
13. Lead innovation in the development of new approaches to service delivery to ensure continuous improvement in value for money, performance and quality of services.
14. Maintain and develop effective relationships and strategic partnership working with key partners, service providers and stakeholders and the wider community to facilitate high quality provision of services.
15. Responsible for integration of health and education (in partnership with Care) in Harrow in relation to SEND

16. Represent or deputise for the Corporate Director People Services as required at statutory and non-statutory forums e.g. Departmental, Council and partnership meetings and events.
17. Promote a positive image of Harrow externally and represent the council at local and national level attending and presenting at such conferences, seminars, meetings and working parties as may be required.
18. Together with the Corporate Director and in collaboration with People Services Management Team and elected members, establish and implement a vision for Harrow in the development of its services, organisation and workforce.
19. Provide strategic leadership to school organisation strategy development and implementation and lead the commissioning of the school organisation capital programme.
20. Lead on a directorate developmental plan to review the use of assets for vulnerable residents and influence the regeneration programme to provide more local resources with potential savings in the future.
21. Secure alternative funding and resources as opportunities arise including bidding for capital and revenue grants and support charitable organisations to secure funding.

**Selection Criteria - Knowledge, Skills and Experience**

| Role requirements  | Essential | Desirable |
|--|-----------|-----------|
| Excellent knowledge and understanding of current issues for local government particular across People Services and operating in a political environment.     | ✓         |           |
| Excellent knowledge and understanding of the legislative frameworks affecting LA responsibilities.   | ✓         |           |
| A clear understanding of the diverse nature of Harrow's communities and the implications for achievement and inclusion services.                             | ✓         |           |
| Experience of providing high level professional challenge, advice and support to partners, providers, headteachers, governors, Council officers and members. | ✓         |           |
| Experience of leading on strategic policy development and implementation.  | ✓         |           |
| A strategic and lateral thinker, able to contribute to interdependent leadership and the development of integrated service delivery.                         | ✓         |           |
| Experience and success in leading and managing individuals, teams, and budgets.  | ✓         |           |
| Proven experience of managing change and improvement programmes  | ✓         |           |
| Highly developed leadership skills, including evidence of  | ✓         |           |

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| strategic thinking and planning.  |   |  |
| Proven ability to provide written reports to strategic and operational partners, including quality cabinet reports, briefings to senior partners etc. | ✓ |  |
| Excellent critical thinking, influencing, communication and presentation skills.  | ✓ |  |
| High level analytical skills and the ability to draw data from a range of sources and present in a clear, concise manner.                             | ✓ |  |
| Proven ability to motivate and manage teams.  | ✓ |  |
| Proven ability to make decisions autonomously when required on difficult issues.  | ✓ |  |
| Proven ability to work on own initiative and organise workload, working to schedule within changing deadlines.  | ✓ |  |
| Ability to work evenings and weekends as required.  | ✓ |  |
| Enhanced CRB clearance.   | ✓ |  |

**Qualifications**

| <b>Role Requirements.</b>  | <b>Job specific examples</b><br>(if left blank refer to left hand column) | <b>Essential</b> | <b>Desirable</b> |
|--|---|------------------|------------------|
| Educated to degree level or equivalent or has the equivalent relevant work experience. |   | ✓                |                  |
| Evidence of continuous professional development  |   | ✓                |                  |

**Other Requirements**

**The job involves travel for business purposes:**

|                          |                           |
|--------------------------|---------------------------|
| <b>Manager Signature</b> | <b>Employee Signature</b> |
| <b>Job Title</b>         | <b>Job Title</b>          |
| <b>Date</b>              | <b>Date</b>               |
|                          |                           |