



Directorate JOB OUTLINE

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| Job Title: | Head of Children and Young People, Education and Schools | Post Number: |
| Responsible to: | Director of Children, Families and Schools | Scale Point: Head of Service Band 2 (£89.5k plus cash emolument of £3,599 per annum) |
| Overall Purpose of the Job: Lead Officer accountable for Children and Young People, Education and Schools | | |

Principal Accountabilities:

1. Devises and implements Council strategy in relation to school improvement and ensuring high standards of education across the authority.
2. Responsible for supporting and advising the Director about education and school policy, including school improvement.
3. Leadership and management of the following services:
 - Improvement and Learning Service (Schools and Early Years)
 - Pupils' services:
 - Admissions
 - School organisation
 - Schools' Music Service
 - Customer Relations – Complaints, FOI and SARs
 - Home-to-school transport
4. To lead, or represent the local authority/Director as:
 - Representative on East Riding School Improvement Partnership (ERSIP)
 - PFI contract holder
 - Member of the Serious Case Review group
 - Member of the Apprenticeship Reform Board
 - Chair of the Academy Conversion Group
 - Chair of the Service Provision to Schools Group
 - Representative on the Schools' Forum
 - Attends Children, Families and Schools Joint Consultative Committee
 - Lead officer for Children and Young People's Overview and Scrutiny Sub-Committee
5. Advices and acts in conjunction with the Director on service transformation, efficiency and integration agenda within the directorate.
6. Development and maintenance of strategic partnerships across the local authority, including with multi-academy trusts (MATs), maintained schools, 14-19 education providers, Ofsted, Department for Education (DfE), Regional Schools Commissioners(RSC) and dioceses.
7. Advise Elected Members on all relevant operational and strategic issues relating to education and schools.
8. Responsible for setting, monitoring, controlling budgets and the authorisation of expenditure against defined budgets.
9. Contributes to the management of the Authority by membership of the Council's Senior Management Team.
10. Is accountable for achieving the service objectives, standards, performance measures and activity targets set out in the Education and Schools Service Plans together with Council objectives and targets.
11. Development of strategic response for the Director as directed.
12. To deputise for the Director as required.

General Information:

1. The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
2. The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety

and Welfare of him/herself and other employees in accordance with legislation.

3. The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.
4. East Riding of Yorkshire Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all employees and volunteers to share this commitment.
5. In your role you are required to speak English with sufficient fluency to effectively perform your duties, as required by Section 42 of the Immigration Act 2016.

Postholder's Signature:

Date:

EMPLOYEE SPECIFICATION

POST TITLE: Head of Children and Young People, Education and Schools

SCP: Head of Service Band 2 (£89.5k plus cash emolument of £3,599 per annum)

Skills Development

| Essential Criteria | Desirable Criteria |
|---|---|
| <ul style="list-style-type: none"> • Expert knowledge and proven track record of improving educational outcomes/school improvement • Extensive experience of senior management and leadership • Experience of working at a senior level with elected members • Understanding education policy and legislation • Educated to degree level • Professional qualification in relevant discipline. | <ul style="list-style-type: none"> • Experience of working within local government at a senior level with a working knowledge of all areas of the post's responsibilities. |

Understands Customers

| Essential Criteria | Desirable Criteria |
|---|--------------------|
| <ul style="list-style-type: none"> • Builds effective relationships with partners/stakeholders/customers which generate confidence and respect • Ability to work effectively with Headteachers, Governors and staff across the Education Community. | |

Communication

| Essential Criteria | Desirable Criteria |
|---|--------------------|
| <ul style="list-style-type: none"> • Delivers information clearly - excellent written and verbal communication skills • Skilled and persuasive communicator • Personal and professional credibility which gains the confidence of members, managers, staff and partners across the Education community • An ability to communicate all aspects of the role with confidence. | |

| Delivers Outcomes | |
|---|--------------------|
| Essential Criteria | Desirable Criteria |
| <ul style="list-style-type: none"> • Proven track record in improving educational outcomes for Children and Young People • Allocates and uses limited resources effectively • Demonstrates integrity and resilience when working in partnership with a wide range of internal and external partners, agencies and schools • Plans for the future – models options and understands financial implications. | |

| Values Collaboration | |
|--|--------------------|
| Essential Criteria | Desirable Criteria |
| <ul style="list-style-type: none"> • Acts with integrity and honesty – works as a team player, contributing to the Directorate Management Team and Council's Senior Management Team • Builds networks and partnerships across the education community. | |

| Maximises Performance | |
|--|--------------------|
| Essential Criteria | Desirable Criteria |
| <ul style="list-style-type: none"> • Self knowledge <ul style="list-style-type: none"> - aware of personal strengths and development needs • Is organised and resilient <ul style="list-style-type: none"> - prioritises workload effectively - is assertive when necessary • Takes appropriate action to improve others performance <ul style="list-style-type: none"> - gives positive and constructive feedback - ensures expectations for improvement are clear, realistic and agreed - creates a learning and development culture - empowers others – identifies opportunities for others to grow. | |

Transformational Change and Innovation

| Essential Criteria | Desirable Criteria |
|---|--------------------|
| <ul style="list-style-type: none">• Understands the need for change and seeks opportunities• Prepares others for change and positively manages the change process• Experience of the development and implementation of major change programmes• Encourages innovation. | |

Maximises Use of Technology

| Essential Criteria | Desirable Criteria |
|---|--------------------|
| <ul style="list-style-type: none">• Uses technology effectively and encourages others• Applies technology to support service development and redesign. | |