

Director of Education & Children's Services



Carreg Hirfaen School



Welcome letter from the Leader of Carmarthenshire County Council

Welcome to Carmarthenshire – one of the safest, most beautiful and vibrant counties in Wales.

A county with something for everyone – from a sweeping coastline with miles of golden sands and historic market towns, to modern shopping centres, a state-of-the-art theatre, award winning attractions and thriving tourism, sports, arts and leisure industries.



A beautiful environment, first class facilities, award winning attractions, excellent standards in education, good transport links, and plenty to see and do makes for a better quality of life in Carmarthenshire. There is a diverse mix of bustling urban towns, rural villages and sleepy havens.

It remains one of the safest places to live in the country, crime levels are very low and the Dyfed Powys police force area as a whole is the safest region in all of the UK. Attractions in the county include the UK's newest racecourse at Ffos Las, Blue Flag beaches including Wales' largest stretch of golden sands at Cefn Sidan, the Jack Nicklaus designed Machynys Golf Course, Parc y Scarlets, National Botanic Garden of Wales, the Dylan Thomas Boathouse, the Millennium Coastal Park, Burry Port Marina, and the Gwili Steam Railway.

In March this year we signed a £1.3billion City Deal and work has already begun on two City Deal projects in Carmarthenshire – the Wellness and Life Science Village in Llanelli and a digital hub in Carmarthen. These schemes combined will bring around 2,000 high quality jobs to the area on completion, and will provide a significant boost to the construction and supply industry over the next few years. It's an exciting time for Carmarthenshire and the Swansea Bay City Region and our prospects for the future.

For a fantastic place to live, work and visit - look no further than Carmarthenshire!

Yours faithfully

Cllr. Emlyn Dole
Leader

Dear Applicant,

Thank you for your interest in joining our dynamic senior management team here in Carmarthenshire County Council. Our vision is to make Carmarthenshire a better place to live and work, delivering fairness to all, growth and sustainability and strong communities, and role that Education and Children's Services plays in this vision, is pivotal.



We are committed to providing the highest quality services to children, young people, families and learners in ways that best meet their specific needs, by marshalling our professional expertise and resources in a fully integrated manner to deliver education and family support services that are configured around the needs of service recipients, with particular consideration being given to those who are most vulnerable. Protecting children and young people from harm is central in all that we do.

With £233m having already been invested, and another £81m planned over the next five years, we are committed to rolling out an exciting Modernising Education Programme to ensure that our schools will offer high standards of comprehensive education in modern environments that are fully equipped for 21st century learning.

To continue with our improvement journey, we are clear that our Council will be flexible, responsive and organised around the needs of our residents. We have high aspirations, taking fresh perspectives on challenges as a leader of innovation.

Within our integrated Department for Education and Children we deliver the whole range of services to promote high quality educational and personal outcomes, ensuring that children and young people are kept safe and are nurtured.

Over recent years significant progress has been made in embedding integration across services in a manner designed to secure maximum benefit our young people. We have a proven track record of working well in partnership with the local Universities, Colleges and other Councils, and this partnership approach has helped us establish a clear vision and joint commitment to give every child the chance to fulfil their potential.

A range of complementary inspection reports and external evaluations of our work across Education and Children's Services confirm the success of our endeavours to date. However, more remains to be done if we are to deliver the priorities identified in our Children and Young People's Plan and our ambitions for our young people. We have acknowledged sector leading practice in our joint governance and provision arrangements across schools and the local further education college to provide that learners have access to tailored programmes appropriate to their needs and interests. A key priority for the future will be to develop the local curriculum even further, against a backdrop of the national curriculum review, challenges to improve learner performance and outcomes and diminishing resources.

The ability to communicate fluently in Welsh is required to accomplish this post. Support can be provided on appointment to reach this level.

Above everything, we will be looking for the right person to join our team in Carmarthenshire, who can build on our existing style and strengths. The ability to demonstrate inspirational professional leadership through a visible, innovative, determined and collaborative way of working is an essential quality.

Confident, credible and influential from the outset, you will thrive on innovating for success, promoting and delivering progressive change to achieve our adopted vision and high expectations for our young people. This is without doubt, an exceptional opportunity to make your mark in a role within a progressive and forward-thinking organisation.

If you believe that you meet these requirements and you are excited by the challenges, and see yourself as part of a strategic management team that is committed to shaping the future of the Council, then I very much would want to hear from you.

Yours sincerely,

A handwritten signature in dark ink, which appears to read 'Mark James'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mark James CBE
Chief Executive

Carmarthenshire County Council

Carmarthenshire is one of the largest unitary authorities in Wales, and the largest local employer with around 8,000 staff. The County Council has an annual budget of over £540million, and provides hundreds of services to over 180,000 residents. A capital investment programme also sustains many hundreds of local jobs and businesses.

Our priorities continue to be regeneration; investing in schools through our Modernising Education Programme; and improvements to council houses through the Carmarthenshire Homes Standard initiative.

Responsibility for policy making lies with 74 elected members. Carmarthenshire operates a Leader and Executive Board model with the Administration formed through an alliance between the Plaid Cymru – the Party of Wales and the Independents group. The Executive Board, which is made up of 10 councillors, including the Leader and Deputy Leader, all with specific portfolios, develop and implement Council policy – **see Appendix 1.**

Most councillors, apart from Executive Board members, sit on one of the five scrutiny committees. Other committees are Planning, Licensing, Standards and Audit. Working directly to the Chief Executive, there are five Corporate Directors – Education and Children's Services; Environment; Communities, Corporate Services and Regeneration and Policy.

Carmarthenshire is a bilingual county, and in the 2011 census some 44% of the population were recorded as speaking the language. There are more Welsh speakers in Carmarthenshire than in any other county in Wales and the language is an important aspect of the history and culture of the county.

The Council is a caring employer and has achieved the Investors in People standard, the Platinum Standard for Corporate Health Standards and, in 2015, featured in the Stonewall list of top 100 employers.

We are committed to learning and development to support employees to develop their skills, and offer a range of benefits and working arrangements to help people achieve work/life balance. We recognise and encourage initiative, excellent work and standards, we are committed to communicating and listening to staff, and to promoting equality and valuing diversity.

Public Services Board [PSB]



Carmarthenshire has a strong record of partnership working between the council, public, private, voluntary and community sectors and this has continued through the setting up the Public Service Board (PSB). We are working with others on the PSB to improve the social, economic, environmental and cultural well-being of our county. The PSB builds on the work already undertaken by partners to cut across the usual organisational and cultural boundaries to develop a “public service” which focuses on customers and their needs.

The Education service within the county is part of an alliance called Education through Regional Working (ERW) made up of the six Local Authorities in south west and mid Wales, governed by a legally constituted committee that drives forward a regional strategy and business plan to deliver school improvement services across the region. The Education service also works with the Regional Learning and Skills Partnership to ensure that the skills for the future are being developed through our schools and further and higher education establishments within the region to meet the employers and employment needs of the future.

Management

The Corporate Management Team [CMT] is the senior decision-making team within the organisation.

Chief Executive	Mark James
Director of Community Services	Jake Morgan
Director of Corporate Services	Chris Moore
Director of Education & Children's Services (Interim)	Gareth Morgans
Director of Environment	Ruth Mullen
Director of Regeneration & Policy	Wendy Walters
Assistant Chief Executive	Paul Thomas
Head of Administration & Law	Linda Rees-Jones

Reporting to the Directors are the Heads of Service. There are 16 Heads of Service who are responsible for the delivery and strategic development of their services – **see Appendix 2 & 3.**

Core Values

Carmarthenshire County Council has 6 core values which underpin and guide the way that we work, the way we improve and the way we make decisions in our community. We look to all our managers and staff to work as One Team and in a way that reflects our Core Values – **see Appendix 4.**



The following is a summary of the conditions of employment and policies operated by Carmarthenshire County Council which are relevant to this post.

Salary - The salary payable is **£114,523 - £123,218**

- 1. Annual Leave Entitlement** - Annual leave entitlement is calculated on the basis of length of continuous service as indicated below:-
0 - 4 completed years service 26 days
5 - 9 completed years service 31 days
10 plus completed years service 34 days
In addition to Annual Leave the Authority grant 8 Bank Holidays per annum.
- 2. Pension Scheme** - In accordance with the Local Government Pension Scheme Regulations 1997 the Council participates in the LGPS administered by the County Council. Membership of the Scheme is automatic for all employees, however it is not compulsory. Employees who opt out of the Local Government Pension Scheme will automatically lapse into the State Scheme (SERPS) unless they make alternative personal pension arrangements..
- 3. Benefits** - Benefits available on appointment include:
 - An Employee Discount Scheme
 - A Car Lease Scheme or Car Purchase Loan
- 4. Official Conduct** - The appointment is to the whole time service of the Council and the postholder shall not engage in any other business or take up any other additional employment or appointment without the express consent of the Council.
- 5. Political Restriction** - This is a politically restricted post.
- 6. Sickness Payments** - Subject to the provisions of the JNC Scheme an officer absent from duty due to illness or injury will be entitled to receive an allowance as follows:-
During first year of service: One months' full pay and (after completing four months' service) two months' half pay
During second year of service: Two months' full pay and two months' half pay
During third year of service: Four months' full pay and four months' half pay
During fourth and fifth years of service: Five months' full pay and five months' half pay
After five years' service: Six months' full pay and six months' half pay

7. Re-location Expenses policy - The following allowances are payable to employees appointed to permanent posts who are householders and who have to move their homes in order to take up employment with the Council. (Payments shall also be made to existing permanent staff who are required to move their homes more than fifteen miles following their transfer or appointment to a new post subject to prior approval).

- **Removal Expenses** 100% reimbursement (lowest of 3 quotations)
- **All Other Expenses**
 - (i) A payment of up to £4,707 against receipted expenditure to be made to existing householders who have to sell and buy in order to take up employment with the Authority such sum to cover all the costs except removal expenses which they incur irrespective of the precise make up of those costs.
 - (ii) A payment of up to £4,034 against receipted expenditure be made 'where a sale or purchase only is involved'.
 - (iii) Where no sale or purchase is involved then removal expenses be reimbursed and a payment of up to £670 against receipted expenditure be made.

Proportional Repayment of Expenses Received

Where such payments are made the employee will be required to undertake to remain in the service of the Authority for a minimum period of 2 years from the date of commencement and to agree that if he/she fails to honour such an agreement he/she will repay 1/24 of the total amount advanced in respect of each calendar month not completed at the date of termination of service.

8. Notice - The minimum period of notice on either side in the open ended contract is three months.

Corporate Strategy 2015 - 2020

Expected Outcomes and Service Priorities

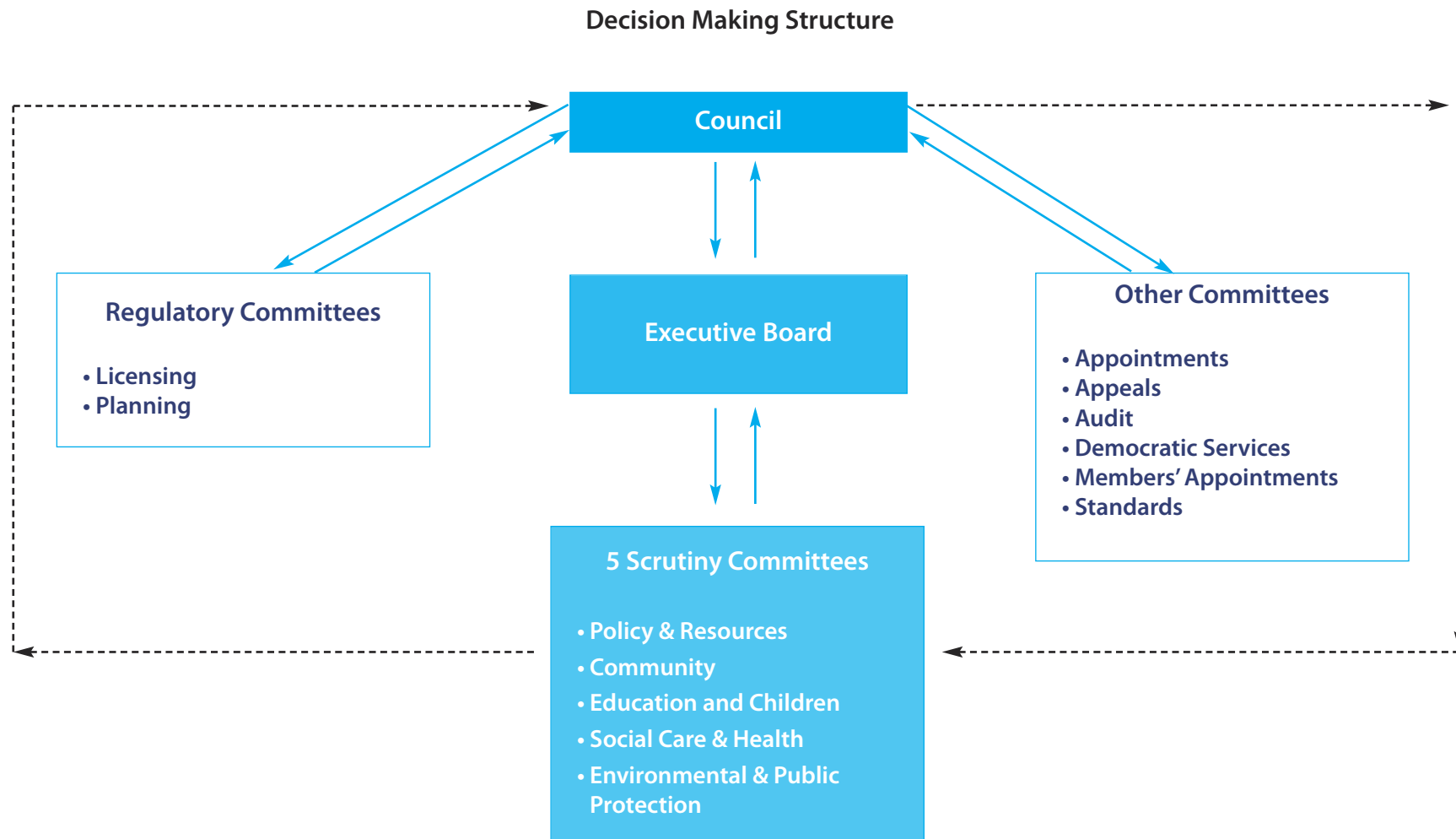
- Reduction in referrals to adult and children's social services
- Improved educational attainment
- Improved school attendance rates
- Reduced number of young people Not in Education, Employment or Training
- Improved condition of schools

Recruitment Timetable:

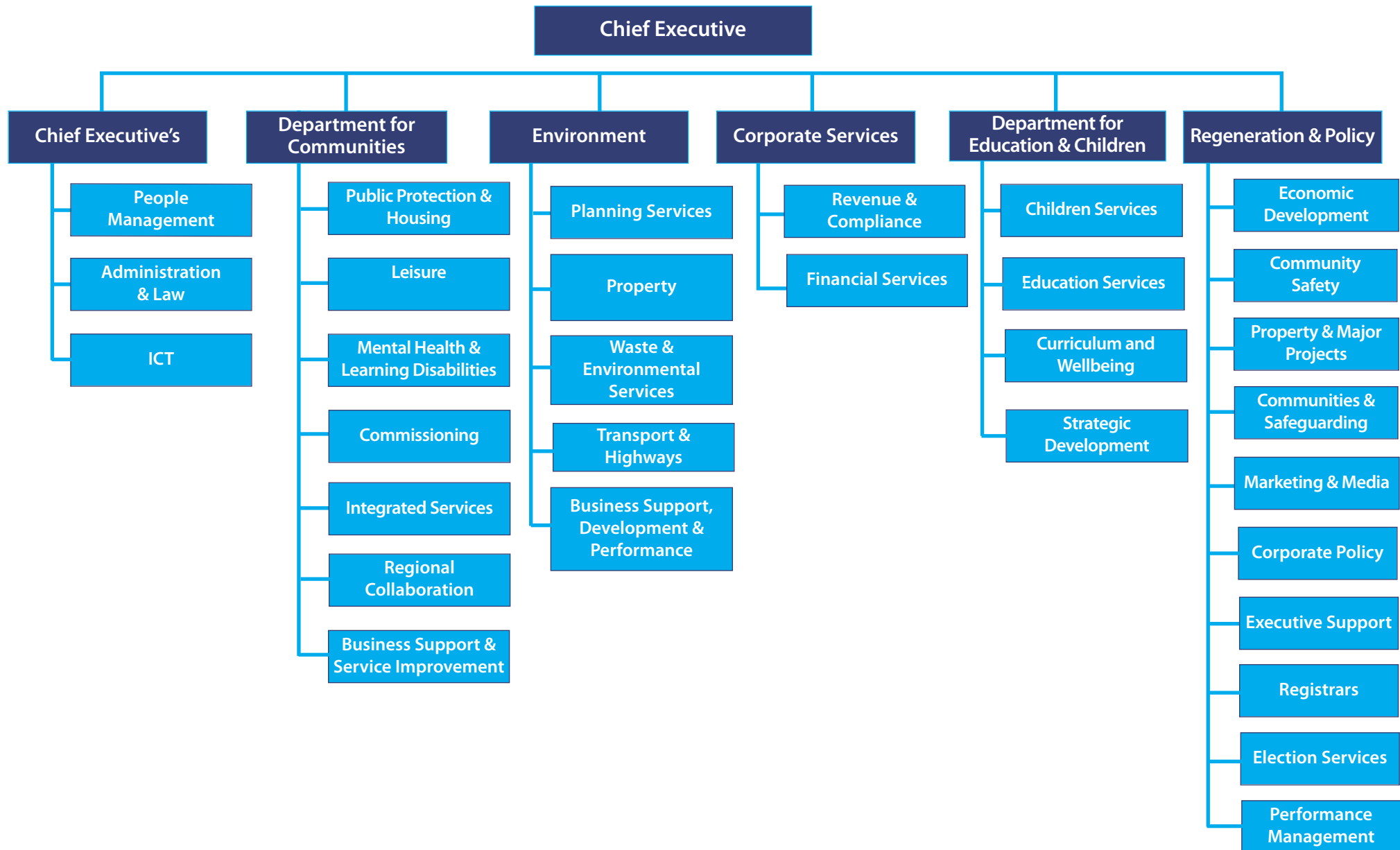
Closing Date:	25/09/2017
Short Listing:	06/10/2017
Online Assessments:	09/10/2017 & 18/10/2017
Assesment Centre:	02 - 03/11/2017



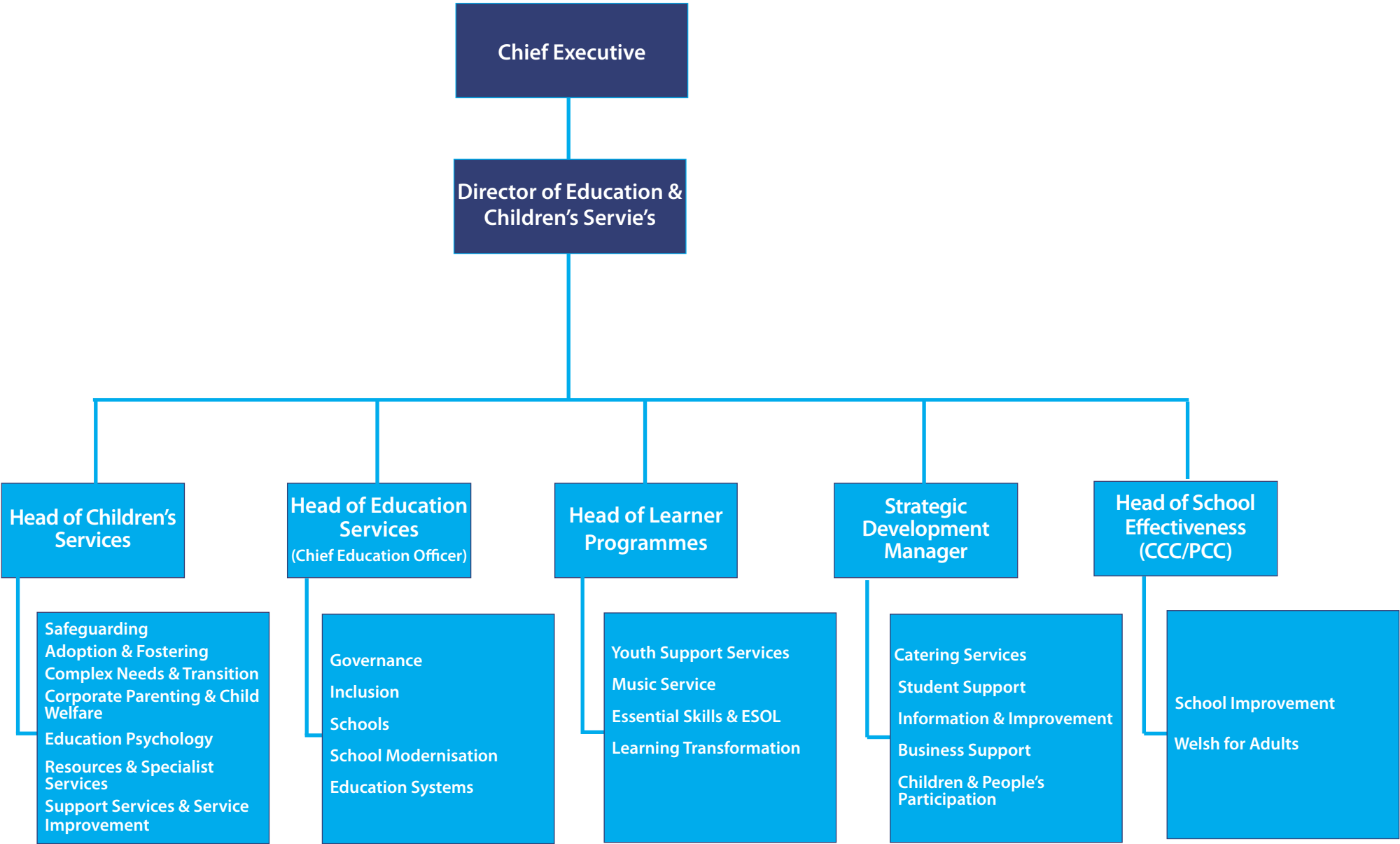
Appendix 1 – Political Structure



Appendix 2 – Organisation Chart



Appendix 3 – Education and Children Services



Appendix 4 – Core Values

