

Job Description

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| **JOB TITLE** Assistant Director – Access and Achievement**SERVICE AREA**  Children Services **LOCATION Walsall** Council House **GRADE** JNC Assistant Director (AD) |
| **PURPOSE** Make Walsall a place for Children to achieve excellent educational outcomes whatever their level of ability raising the aspiration of the whole community. Create a child centred partnership between the local authority, schools, and key partners, which enables children and young people to benefit from good and outstanding schools with the right support in place at the earliest opportunity for those children and young people who need it. Provide strategic direction, which helps to improve educational outcomes in collaboration with school leaders and governors, and in line with Walsall’s School Improvement Strategy Ensure that the Local Authorities role regarding school sufficiency and pupil place planning is fulfilled working with partners across the Authority, the Regional Schools Commissioner and Government Departments. Work closely with school leaders to address the findings of reviews and Ofsted inspections and ensure that the necessary improvements are progressed within identified timescales and the impact on children’s outcomes are clearly evidenced.To oversee the development and implementation of the SEND strategy and effective use of resources both in the Local Authority and with partners including Health supporting this group of children and young people Work with Schools to ensure that resources are available to support them to achieve excellence in the delivery of education in Walsall, including the Local Authorities own traded services.  |
| **RESPONSIBILITY**Directly to: Executive Director of Children ServicesResponsible over: Schools Education Standards, School Improvement, SEND, Access and Attendance, Admissions, Planning and Transport, IMPACT and Educational Psychologists. |
| **SPECIAL CONDITIONS**Disclosure and Barring Service (DBS) – Enhanced required.Politically Restricted Post (PoRP Local Government and Housing Act 1989)Requires some working outside normal working hours.The post is located in a developing and changing service and this job description may change as the service develops. |
| **KEY ACCOUNTABILITIES**Provide clear direction of travel, strong leadership and management support to the School Improvement team in order to ensure effective implementation of Walsall's School Improvement Strategy, being able to articulate and track how to turn strategic intent into operational reality.Ensure effective processes and systems are in place to know our schools well, challenge under- performance, make clear judgements about schools' performance and capacity for improvement based on a range of robust evidence, communicating these judgements openly to Head teachers and governors.Directly supporting Walsall in the ongoing development and delivery of effective support and provision to children, young people and their families, demonstrating a commitment to and a passion for improving outcomes for children in Walsall. Providing/brokering high quality and rigorous professional support and challenge which leads to improved outcomes for children and builds capacity in schools and across the borough,Be aware of regulations and developments relating to all areas or responsibility, national policy drivers and local considerations for effective service delivery, being the main point of contact with the DfE and Ofsted in matters relating to education in Walsall. Researching, celebrating and disseminating good local, regional and national practice. Advise on and develop with schools innovative school improvement strategies to ensure standards of attainment and pupil achievement continue to improveChampion the needs of all children and young people in Walsall including the most vulnerable such as looked after children and children with special educational needs and disabilities(SEND)and drive strategic objectives for Children services in line with safeguarding policy and all other relevant children’s legislation, as well as corporate policies. Establish an effective leadership and management succession planning process, building on the capacity of school leaders, including govemors to equip them to make effective contribution lo school improvement within and across schools.Monitor and evaluate the progress of schools to ensure sufficientcient progress and constant improvement is achievement by addressing the following in relation to each school: Monitor the impact of the LA support for school improvement, including maintaining and providing termly reports on an overview of LA support for schools causing concern.Monitor and evaluate the outcomes for individuals and groups of children and young people in to relation to attendance, inclusion and achievementProvide reports for Elected Members including Scrutiny outlining key areas in terms of educational activity in Walsall**DATE PREPARED: 6 June 2018** |



Employee Specification

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| **Job Title: Assistant Director – Access and Achievement**   **Location: Walsall, Council House** |
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| **Outlined below are the skills, knowledge and experience required for this post.** |
| **Public Sector Service Delivery** Demonstrates a broad knowledge and understanding of management in large, complex, politically led, public sector organisations - preferably Local Government. Demonstrates knowledge and understanding of the legislative frameworks and government policy agendas in respect of services including Schools Education, SEND, School Improvement, and Educational Psychologists.**Digital Technology** Wide ranging experience and understanding of digital technologies Experience of implementing digital technology solutions in complex organisations Ability to identify, promote, implement and fully optimise sustainable, affordable, fit for purpose digital technology solutions that enhance the Councils ability to deliver services to residents, that increase productivity and drive performance **Strategic Thinking** The ability to horizon scan and looking to the future to take advantage of opportunities and manage potential threats.**Leading and Managing** Evidence of substantial and successful management experience within the specialism of this post, including project management expertise, and managing programmes of changeAbility to successfully lead organisational change and improvement in a complex organisation or service and achieving outcomesDemonstrates a track record of success in leading, mobilising, deploying, motivating, developing and inspiring people Demonstrates personal credibility, sound judgement and the ability to form positive inter-personal relationships.Evidence and ability to build effective partnerships, internally and externally, and to use high level challenge, negotiating and influencing skills that bring about consensus to desired change.**Analysis and Judgement** The ability to provide a clear overview of complex issues and provide sound, professional and reliable advice.Demonstrates understanding of political sensitivity and the implications of working within a political and democratically accountable organisation.The ability to provide creative solutions aligned to corporate and strategic objectives.Experience of applying risk management in setting strategy and in identifying and managing principal risks to achievement of objectives**Communication**Evidence of a successful track record of communicating and working with stakeholders and partnersEvidence of highly developed networking, negotiation and influencing skills supported by outstanding advocacy, oral, written and presentation skills.**Working Together**Able to build and maintain relationships, alliances and networks both within and external to the Council and also able to influence at various levels in the Council including: - Councillors, Government, officers, Schools, and residents.**Driving Improvement**Able to demonstrate experience of initiating, leading and managing complex transformation programmes across a broad range of services within a large complex organisation and which have achieved specific outcomes such as cost reduction, service efficiency, improved services for customers (residents), digital technology implementation.Commercially aware with the ability to act with entrepreneurial flair and develop traded services.**Personal Style**A strong resilient personal commitment to the value of public service, local democratic processes and the concept of collaboration and equality with a high degree of personal and professional probity, integrity and credibility. **Equal Opportunities** A strong commitment to promoting and progressing equality of opportunity and strong and effective democracy.**Qualifications** Educated to Degree level and/or a Post Graduate Diploma/Level 7 qualification in a relevant subject and/or significant relevant strategic experience.**Date Prepared 6th June 2018**  |