



Candidate Information Pack

Assistant Director,
Learning and Achievement

March 2019

Southwark – The Heart of London

Southwark is an incredibly exciting borough at the heart of London, an historic borough that is ever forward looking and creating stunning opportunities for our residents. Southwark is six miles long from the foot of the Shard to the deepest corner of Dulwich Woods.

Southwark is a place of growth, development and opportunity. It is a borough with a rich and proud history, strong sense of community and a great ability to transform and renew, sometimes very much against the odds. Never afraid of challenging the status quo in order to stand up for our residents, our ambition is to be more than the sum of our parts.

Southwark possibly more than most typifies the changes, challenges and opportunities of being part of London as a global premier city and international destination of choice for business, enterprise, entertainment and the arts.

The borough has always been a place of visionary change. It was home to Alfred Salter, pioneering MP in the early 20th century, who brought one of the first public health services to this corner of London. Fast forward to the 21st century and Southwark again pioneered the roll out of a programme of free healthy school meals to all primary school children in 2011. This demonstrates our commitment to use our public health responsibilities wisely and with impact.

Southwark is a very modern place. Regeneration and development abound with some of Europe's most exciting and complex schemes such as Elephant and Castle, Aylesbury, Canada Water and London Bridge Quarter, home of the Shard, being delivered in the borough bringing thousands of new homes and jobs. The extension of the Bakerloo line is planned to come right through the borough improving transport links and again creating more jobs for local residents.

Southwark has huge employment opportunities across a range of sectors. Southwark is a net importer of labour in London, powering the jobs market across the city. The borough has a rich mix of employers, including internationally renowned names such as PwC, Ernst & Young, News UK and Hilton hotels. The business mix ranges across construction, health and social care, retail, catering, hospitality, public sector and administration and finance and legal.

However, like across London, lies a skills challenge in getting more people into the jobs of the future and ensuring all benefit from growth and development in years to come.

Southwark is highly diverse, in some ways a product of its history and a reflection of the ability to welcome new communities alongside existing residents. Southwark punches above its weight, it is diverse and dynamic - just like its people. There is much to build on; the social infrastructure is strong and regenerating for the future.

Southwark Council directly provides over 54,000 council homes and is building more as part of our regeneration of the borough. We have a very strong local economy offering great employment opportunities for our residents.

To help meet rising demand for homes of all kinds across a range of incomes, the council is building new council homes and creating thousands more affordable and new private homes as part of a wider programme of regeneration. This will create new job opportunities especially for high demand jobs in the construction sector. That's why the Council and its development partner Lendlease opened a new construction skills centre in 2016 at Elephant Park.

With green spaces and a thriving cultural scene, there's really nowhere quite like it. The borough has a vibrant mix of culture, leisure and arts facilities on its doorstep. Historically, Southwark was the centre for entertainment and arts for the city evident by Shakespeare's Globe. The borough is home to Tate Modern, Dulwich Picture Gallery and London's newest international theatre at One Tower Bridge where the London Theatre Company opened the Bridge Theatre in 2017.

We need to work even closer with residents, partners and business while holding firm on its ambition, prioritising investment in the long term and releasing benefits from regeneration through new jobs, new business, more quality and affordable homes in revitalised neighbourhoods.

Southwark | Our Council

While we're proud of who we are today, we're also looking to the future. There are challenges in ensuring that no one gets left behind in addressing the inequalities that people face. Council's values drive our Fairer Future Promises which are fully inclusive and extremely ambitious. We are delivering a future that improves prosperity, financial independence and the well being of residents and business.

Pressure will continue on already stretched public services to meet the demands of a rising and increasing mobile population. As a Council we'll need to be fit for the future, with responsive, digitally enabled services that adapt well to change. Embracing the opportunity to deliver services in a smarter way also of course means leaving no one behind in a fast changing city and world. The Southwark Council Plan sets out our direction of travel.

Southwark employs around 4,500 staff, with a Chief Officer Team (of Strategic Directors) led by the Chief Executive. We are a top 100 Apprentice employer and have recently been awarded Investors in People Gold.

The Council is committed to maintaining Investors in People gold accreditation. All senior managers are responsible for managing "People and Performance Management" responsibilities within their areas.

Our ambition is evident in our vision to deliver a Fairer Future for all, underpinned by strongly identified, plain speaking principles that guide all we do, we are achieving these through close collaboration.

Our Fairer Future Commitments

Guided by our values and shaped by our context, the Council Plan presents a set of commitments which will help us achieve our vision of a fairer future for all. The updated commitments were agreed by the Cabinet in June 2018 and are due to be formally agreed by the council assembly in November 2018. The Council Plan sets out these commitments across eight themes:

Theme 1 - A place to call home

Theme 2 - A place to belong

Theme 3 - A greener borough

Theme 4 - A full employment borough

Theme 5 - A healthier life

Theme 6 - A great start in life

Theme 7 - A safer community

Theme 8 - A vibrant Southwark

You can learn more about our commitments by clicking on the link below:

[Fairer Future Commitments](#)

Our Values

- Treating residents as if they were a valued member of our own family
- Being open, honest and accountable
- Spending money as if it were from our own pocket
- Working for everyone to realise their own potential
- Making Southwark a place to be proud of

 @lb_southwark  facebook.com/southwarkcouncil



Dear Candidates

Thankyou for taking an interest in the role of Assistant Director Learning and Achievement.. I hope you will be inspired to apply by what you read in the attached information.

We are very proud of our schools and wider educational provision in Southwark. We work closely across the Children and Adults Directorate and across the council to give our children and young people the great start in life they deserve and provide the conditions for lifelong learning.

Outcomes for Southwark children and young people, including children looked after and those with special educational needs or disabilities are consistently at or above the national average at every key stage. This is against a backdrop of the challenges that many of our schools and families face. The Best Start in Life - Southwark School Standards Report 2017/18 provides a very clear summary of pupil and student outcomes at published key stages - from Foundation Stage right through to Key Stage 5.

The picture is very positive and demonstrates a trend of improvement over time in Southwark. We have one of the highest figures of 16-18 year olds in employment, education or training and have invested in developing routes into work and further study.

The Council has in recent years spent over £200million in improving schools and education services right across the borough and making sure that our schools are high quality hubs of their community. Our education leaders, staff, parents and children have told us of how the improved quality of learning space has made a difference to their learning and working lives.

Our achievements are a testament to the dedication and commitment of an established and experienced team of educational professionals across the Education Directorate who understand the benefit of strategic working..

Our new Assistant Director for Learning and Achievement will have a proven strategic and operational background in education improvement and the leaderships skills to continue to develop a high performing service.

If you're up to the challenge and would like to be part of our #greatsouthwarkteams, we'd like to hear from you.

I look forward to hearing from you,

Thank you.

Nina Dohel
Director of Education

Overview

Education Directorate

This directorate delivers on the following statutory and non- statutory educational services:

- Universal children's services including Early Years
- School improvement
- Admissions and place planning
- School transport
- Secondary and Further Education services including Adult and Community Learning
- Education Business Alliance
- Virtual school
- NEETS
- Special Educational Needs and Disability.

The Directorate is comprised of three service areas each led by an Assistant Director reporting to the Director of Education. The broad function of each service is outlined below.

Standards Team: Provides a universal offer to schools. It also covers aspects of standards and improvement that directly support children, families and schools across Southwark at all Key Stages, post 16 and the Adult and Community Learning Service. Our objective is to improve life chances through raising standards and the overall attainment of children and young people across all key stages. In addition to providing universal services we support schools through providing traded School Improvement, professional development, HR and governor clerking services to support, challenge and improve schools and school governance to reach our aim of 100% schools good or outstanding. We also provide a comprehensive music service to and with our schools and have oversight of the Key stage 1 and 2 pupil behaviour service.

Education Access (0-25): Are comprised of teams which work with vulnerable learners including children in care and young people requiring education other than at schools and also working with young people to reduce the number of 16 and 17 years olds who are not in employment, education or training.

We administer the admissions process for primary and secondary school places across the borough. We work collaboratively with schools and Regeneration and Planning departments in forecasting future demand for school places. Currently we lead on quality assurance and funding for 2 and 3 year old provision and directly

Manage 1 council nursery. We provide travel assistance, information and support to help parents and carers access school provision for their children. In addition, we maintain the overview of children missing education undertaking checks and tracking progress in returning them to education.

The Special Educational Needs and Disability (SEND) Teams: We work closely with schools and families to ensure high quality coordinated education that enable children and young people make progress and develop independence.. We have the lead role in assessing the needs of disabled children and young people, and those with SEN under the Children and Families Act 2014 (Section 19). We work strategically with colleagues in health and social care and school settings both in and out of borough.

Management and Administration: We provide management information systems and administration support for Educational Services including Universal Infant Free School Meals (UIFSM), pension payments, free healthy school meals and free fruit.

The Advert

Assistant Director:

We are seeking to appoint an experienced professional to the role of Assistant Director: Achievement and Learning. The purpose of the role is to embed a strategic approach to how we monitor, support, advise and challenge educational provision and promote improved educational outcomes for all children, young people and Post 16 across Southwark.

You would be leading an ambitious, forward thinking and highly successful team alongside two Assistant Directors and reporting to the Director of Education. We are fully committed to developing our staff and their areas of expertise in a positive and caring working environment.

We are interested in candidates with a positive attitude, good interpersonal skills, energy and commitment who have experience of:

Leading and managing teams including early years, school improvement, adult education, governors, in pursuit of the councils drive to ensure all educational provision is good or outstanding, develop a wider post 16 offer and ensure that vulnerable pupils make good progress.

Have a proven ability in implementing and evaluating strategies for school improvement and have a good understanding of how school to school support can be developed;

Liaising with other services including social care, health, housing to provide a joined up approach to supporting all children, young people and their families;

Managing positive relationships with RSC, Ofsted, DfE and other external agencies to promote Southwark schools and academies and wider educational ambitions and achievements;

Liaising with lead member and elected members to provide clear overview on the way forward with education;

If you are attracted to this post and are keen to contribute to raising standards and improving the life chances of children and young people in Southwark we would be delighted to hear from you.

We are looking to make an appointment to start as soon as possible and September at the latest.

Closing Date: Sunday 31 March 2019

Summary Job Description:

To develop, embed and champion the continual improvement of educational standards in schools and influence outcomes across the whole education system. Harnessing expertise to drive delivery of innovative practice aligned to council and stakeholder business needs, relevant legislation and statutory duties.

To lead at strategic level to achieve the council's vision for a Fairer Future by ensuring effective business planning, coordination of strategic relationships with stakeholders, management of performance information and intelligence and robust quality assurance mechanisms to meet local and national requirements.

Effective maintenance and use of data analysis to support organisational and stakeholder development Management of significant budget to optimise delivery of services including maintenance and development of Traded Services relating to schools.

The role carries specific accountability and responsibilities for the leadership and oversight of teams that work with all schools, post 16 provision and adult and community learning within the Local Authority and working with internal and external partners to develop lifelong learning with the aim of raising achievement and standards across the educational organisations within the remit of the directorate. aligned to external and internal influences.

To deputise for the Director of Education as required

What we are looking for:

Educational qualifications:

- | | |
|--|---|
| 1. The post holder should be qualified to degree level or equivalent, this may include consideration of relevant work experience | S |
| 2. Hold a relevant professional qualification and/or membership of a relevant professional body | S |
| 3. Demonstrate evidence of continued professional, managerial and personal development, within the relevant discipline | S |

Knowledge

- | | |
|---|-----|
| 1. Extensive, comprehensive knowledge and understanding of strategic and operational management and best practice relating to its application in a large diverse organisation. | I/A |
| 2. An in-depth understanding of management concepts, practices and principles gained through experience of managing at a senior level, including knowledge of change management. | I/A |
| 3. An in-depth and practical understanding of existing and pending legislation, issues and financial challenges facing local government and specifically issues relating to the service area. | I/A |
| 4. An understanding of the relevant constraints, risks and trends affecting the service and an awareness of how they affect the development and delivery of programmes. | I/A |

Experience

- | | |
|---|-----|
| 5. Knowledge of equalities and diversity policies and how these influence service direction. | I/A |
| 6. In-depth knowledge of the principles and implications of the modernisation agenda for local government. | I/A |
| 7. Head Teacher or recent Inspection experience | D |
| 8. Experience in a relevant professional/management capacity within a large organisation, with experience and impact of managing a significant portfolio; management and development of staff and responsibility of the management of substantial resources including budgets.. | S |
| 9. Experience in maintaining and developing a viable Traded Services option | I/A |
| 10. Experience and impact of implementing strategic planning and decision making at a local and regional level. | S |
| 11. Experience of implementing large, complex modernisation programmes. | I/A |
| 12. Experience of consultation with a diverse local community, analysing their views and needs to achieve an accepted positive outcome. | I/A |
| 13. Proven leadership skills - ability to lead and motivate groups and individuals, allocating and delegating work effectively with a high level of interpersonal skills, able to persuade, negotiate and influence. | I/A |
| 14. Experience of successful project management of complex initiatives in a political environment. | I/A |
| 15. Experience and impact of managing financial efficiencies successfully with proven ability to manage significant corporate and departmental budgets. | S |

Aptitudes, Skills and Competencies

- | | |
|--|-----|
| 16. Exceptional verbal and non-verbal communication skills with the ability to communicate with and influence a wide range of stakeholders at all levels both internally and externally. | I/A |
| 17. Highly developed analytical and interpretation skills enabling judgements on a range of frequently highly complex and often conflicting facts and circumstances. | I/A |

Special Conditions of Employment A Disclosure and Barring Service check at Basic level will be required

Structure Chart:

See separate attachment

The Essentials: Salary

Grade: JNC 16

- The salary for this role is £72,585 to £91,311 per annum, plus £3,503 cashable benefits; the starting salary is dependent on background and experience with salary progression dependent on performance.
- An outstanding Pension Scheme:
 - Southwark offers membership of its pension scheme, which is in line with the national Local Government Pension Scheme (a career average scheme).
- Working hours and flexible working arrangements:
 - The basic working hours for this role is a minimum of 36 per week.
 - Southwark has a strong flexible working ethos and believes in focusing on outcomes. Through taking this approach we welcome flexible working including: a commitment to some homeworking with technology to support.
- Annual leave
 - Strategic Managers (JNC) annual leave entitlement is 33 days, plus bank holidays.
- Interest free season ticket loans:
 - An interest free season ticket loan is available for all members of staff.

How to Apply:

- To apply for this position please upload a full CV and a detail supporting statement that fully addresses the required knowledge skills and criteria to the [jobsatsouthwark](http://jobsatsouthwark.com) website.
- You are also invited to complete an equality monitoring form. This will not be treated as part of your application and is for statistical purposes. At Southwark we recognise the value of diversity and we are committed to equality of opportunity.
- Please do tell us if you have any reasonable adjustments that you would like made in order to support you in our selection process.

Confidential discussion:

For an informal discussion about this opportunity, please contact Nina Dohel on 0207 525 3252 or email nina.dohel@southwark.gov.uk

Recruitment timetable:

The following timetable sets out key dates in our recruitment process. Please ensure that you mention in your covering letter if any of these dates present you with a problem.

Closing date:

Sunday 30 March 2019 at 23:59

Shortlisting date:

Tuesday 2nd April 2019

Interview and assessment date:

Monday 15 April 2019

6. Structure Chart

