

Job Description

Post Details

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| Partner/Department: | Children & Younger Adults | Grade: | Soulbury Scale 25-28 |
| Division/Section: | Education Improvement | Job Ref: | DCC/15/5854R |
| Job Title: | Deputy Assistant Director Learning, Access & Inclusion | | |

Purpose of the Post

To support the post of Assistant Director: Schools and Learning by providing leadership and management to Schools and Learning Service. To lead on standards and quality across all Derbyshire Special schools, specialist provision and education other than at school settings in order to raise standards of educational achievement. To provide a range of high quality Access Inclusion and SEND services to the Department for Children and Younger Adults and to schools in accordance with identified needs, legislative requirements and the policies of the Council.

Accountable To

Assistant Director

Supervisory Responsibilities

Senior Advisers and Advisers for School Improvement delivering programmes of quality assurance, consultancy, inspection and training. Special Educational needs, statutory caseworkers and support services, Behaviour support services, support centres, Education other than at school services, Access and Inclusion Services.

Duties and Responsibilities - Specific

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| To support the Assistant Director and to share in the corporate management and strategic planning of Schools and Learning Services and to deputise for the Assistant Director in his/her absence. |
| To work with the Assistant Director to develop the annual Service Plan, to review progress towards targets, and to monitor the related budgetary position, including regular evaluation of the performance of the Service and the maintenance of quality assurance processes. |
| To provide specific leadership and management of teams in a range of activities by negotiation with the Assistant Director. |
| To assist the Assistant Director in ensuring that all members of the Service are informed about national, regional and local educational developments, including legislation. |
| To provide leadership in relation to the SEND reforms. |
| To ensure that general and specific advice and support is provided to schools, the Director of Children and Younger Adults and Elected Members as contracted or required, including the presentation of reports to Cabinet, the Children's Trust and other relevant groups. |
| To oversee, monitor and take responsibility for children missing out on education. |
| To oversee, monitor and take responsibility for the education provision and outcomes for children/young people educated other than at school. |
| To work with the Assistant Director with regard to the identification, costing, delivery and evaluation of |

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| Service contracts in line with the principles of high quality and Best Value. |
| To provide strategic leadership to the agreed Services and management of a range of activities related to service operations; educational evaluation; Schools Access and Inclusion , SEN and behaviour services, by negotiation with the Assistant Director. |
| To contribute to the development of quality assurance processes across all the services of the Local Authority and to ensure maintenance of quality systems and the cost-effective delivery of programmes in line with the principles of Best Value. |
| To be responsible to the Assistant Director for the collection, analysis and dissemination of performance and benchmark data for schools and services to provide an oversight of standards and quality across schools and provision. |
| To use performance and benchmark data to identify and take action with schools and provision causing concern in relation to inclusion and achievement of vulnerable groups. To direct the Senior Advisers for School Improvement and the school improvement teams in appropriate intervention strategies to secure improvement and closing of achievement gaps. |
| To undertake and/or lead Local Authority project work as required, and to represent the Authority at regional and national conferences. |
| To undertake and/or lead inspection and evaluation work as required. This may include participation in Local Authority led activities or in the preparation of tenders and/or the delivery of external contracts. |
| To manage the deployment of the identified Services and to undertake performance management. |
| To maintain a knowledge of aspects of curriculum and staff development, monitoring, evaluation and the development of quality, particularly as they relate to school improvement and the effective inclusion of vulnerable groups. |

Duties and Responsibilities - General

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| To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems. |
| It will be necessary to work with information technology and associated systems in accordance with County Council policies. |
| To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post. |
| To carry out the duties and responsibilities of the post in compliance with the County Council's equal opportunities policies. |
| To maintain confidentiality and observe data protection and associated guidelines where appropriate. |
| To understand and comply with the County Council's environmental policies. |
| To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post. |

Date Produced/Last Amendment

26/05/2015

Person Specification

Post Details

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|----------------------------|---------------------------|-----------------|----------------------|
| Partner/Department: | Children & Younger Adults | Grade: | Soulbury Scale 25-28 |
| Division/Section: | Education Improvement | Job Ref: | DCC/15/5854R |
| Job Title: | Deputy Assistant Director | | |

Skills

| Requirement | Essential/Desirable | Measurements |
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| Ability to take initiative and work pro-actively | Essential | From the application form, Probing at interview |
| Ability to make secure professional judgements | Essential | From the application form, Probing at interview |
| Excellent communication skills, both written and oral | Essential | From the application form, Probing at interview |
| Excellent interpersonal /management skills with the ability and experience to enthuse and motivate others | Essential | From the application form, Probing at interview |
| Proven ability to develop effective partnerships and networks | Essential | From the application form, Probing at interview |
| Strategic analysis, task management & problem solving | Essential | From the application form, Probing at interview |
| A flexible approach to the management of work | Essential | From the application form, Probing at interview |
| Excellent influencing/negotiating skills | Essential | From the application form, Probing at interview |
| Good ICT skills High level ICT skills Excellent verbal, written and IT skills, to produce clear literate and appropriate reports / correspondence for a wide range of readership, ensuring comprehensive use of ITC systems for case recording. | Essential | From the application form, Probing at interview |
| Inspection & evaluation of educational provision and standards | Essential | From the application form, Probing at interview |
| High level of Political awareness | Essential | From the application form, Probing at interview |
| Effective team leadership and team working | Essential | From the |

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| | | application form, Probing at interview |
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| Knowledge | | |
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| Requirement | Essential/Desirable | Measurements |
| Knowledge of current national educational context | Essential | From the application form, Probing at interview |
| Knowledge of legislation as it affects Local Authorities | Essential | From the application form, Probing at interview |
| In depth knowledge of SEND and inclusion related issues. | Essential | From the application form, probing at interview |
| In depth knowledge of school improvement and factors that impact on outcomes. | Essential | From the application form, Probing at interview |
| Good knowledge of Local Authority policies and functions and impact on schools and services. | Essential | From the application form, Probing at interview |
| In depth knowledge of Educational performance data & the analysis of data for school and service improvement | Essential | From the application form, Probing at interview |
| In depth knowledge of monitoring and managing children missing out on education. | Desirable | From the application form, Probing at interview |

| Experience | | |
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| Requirement | Essential/Desirable | Measurements |
| Substantial successful experience in a senior post in schools and in a Local Authority | Essential | From the application form, Probing at interview |
| Successful experiences in managing significant budgets | Essential | From the application form, Probing at interview |
| Significant experience of successfully managing complex and sensitive tasks and problems | Essential | From the application form, Probing at interview |
| Significant experience of successful intervention in schools causing concern | Essential | From the application form, Probing at interview |
| Significant and successful experience of the management of and leadership of teams and Local Authority services. | Essential | From the application form, Probing at interview |
| Significant experience of successful working with school governors, school leaders and school staff across more than one key stage. | Essential | From the application form, Probing at interview |
| Evidence and commitment to continuing professional development | Essential | From the application form, Probing at interview |
| Experience of undertaking school inspections | Essential | From the application form, Probing at interview |
| Successful experience of working with the field of SEND | Desirable | From the application form, Probing at interview |

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| Successful experience of leading projects and change management programmes. | Desirable | From the application form, Probing at interview |
| ICT application in the curriculum | Desirable | From the application form, Probing at interview |
| Successful experience of working within a political environment. | Desirable | From the application form, Probing at interview |

| Qualifications | | |
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| Requirement | Essential/Desirable | Measurements |
| Graduate or equivalent Qualified Teacher Status | Essential | From the application form, Documentary evidence |
| Further in-service or professional qualifications | Desirable | Documentary evidence, From the application form |
| Post graduate qualification in a related field | Desirable | From the application form, Documentary evidence |

| Equalities | | |
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| Requirement | Essential/Desirable | Measurements |
| An understanding and awareness of Equal Opportunities issues | Essential | From the application form, Probing at interview |
| An ability to promote equality of opportunity and to recognise the potential for developing equal opportunities in school and community settings | Essential | From the application form, Probing at interview |

| Other | | |
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| Requirement | Essential/Desirable | Measurements |
| A willingness to participate in training and professional development | Essential | From the application form, Probing at interview |
| Must be prepared to travel to national and regional venues for meetings, and across the county to Derbyshire schools | Essential | From the application form, Probing at interview |
| Full driving licence and prepared to provide own transport to carry out the functions of the post. There is a casual car user allowance attached to this post. | Essential | From the application form |

| Date Produced/Last Amendment |
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10/05/2006