

# Job Description

**Effective Date:**

**Post No:**

## 1. DESCRIPTION

**1.1 Post Title:** Head of Extended Services  
**Post Holder:**  
**Operating Unit:** Education and Children's Services  
**Location:** St Martin's Place

## 1.2 MAIN PURPOSE OF JOB

- To develop and ensure delivery of the Gifted and Talented programme across Slough;
- To support schools in improving the quality of teaching and learning;
- To contribute to the raising of standards and achievement across schools in Slough;
- To manage the development of extended schools programme across Slough;
- To lead and contribute to the Children's Workforce development agenda on behalf of the Children's Trust;
- To contribute to 5-13 strategic development of partnership working across the Borough within the Directorate of Education and Children's Services;
- To manage and monitor the EOTAS programme.
- Manage and implement the 1-1 Tuition programme.
- To contribute to the development and management of an effective CPD programme.

## 1.3 POSITION IN ORGANISATION

Name and position of immediate supervisor:

Name:		Staff	Manual
Title:	Assistant Director, Raising Achievement	Direct Reports	7
		Indirect Reports	
		Total Managed	7


## 1.4 MAIN ACCOUNTABILITIES (Output Based)


The post holder is specifically responsible for:

- Undertake a key role in the development of policy and strategy in response to the needs of 5 to 13 year olds in the community;
- Provide strong, effective and high quality leadership in the development and delivery of integrated service delivery;
- Work across the Borough to ensure cohesive and integrated services for 5-13 year olds which are consistently delivered across the Slough community;

- Identify, engaging with and facilitating the participation of all stakeholders, especially young people within the community in determining needs and shaping service delivery;
- Take the necessary steps for wider partnership representation and participation in ensuring the engagement of all Slough schools and relevant Health services, including Healthy Schools;
- Develop the Primary Day-a-Week Gifted and Talented programme in Slough and support schools in the development of provision for gifted and talented pupils;
- Liaise with Berkshire Aimhigher over programmes to widen participation in Higher Education
- Engage schools and developing services in line with the extended schools agenda;
- Challenge and negotiate targets for a group of schools;
- Chair the Children's Trust Workforce Development sub group;
- Lead and contribute to the LA review programme for schools including support in preparation of OfSTED inspection;
- Represent the LA at local, regional and national meetings;
- Implement the Council's policy for Equal Opportunities;
- To deputise for the Assistant Director, Raising Achievement as required;
- Ensure effective management of budgets.
- To manage and monitor the EOTAS programme.
- Manage and implement the 1-1 Tuition programme.
- To contribute to the development and management of an effective CPD programme.

# Person Specification

Competency		Attributes – Customer Focus, Development, Relationships, Personal Effectiveness, Expertise, Communication Skills (if appropriate), Managerial (if appropriate), Health & Safety, Equalities Finance,	Essential / Desirable		Method: Application (A) Interview (I) Test (T)
<b>Experience</b>	1.1	Experience of senior management in a school.	Essential		A
	1.2	Experience of leading and motivating members of the school community.	Essential		A, I
	1.3	Experience of successful management of change, (eg a specific project).	Essential		A, I
	1.4	Experience of successful working across agencies supporting schools.	Essential		A, I
	1.5	Experience of financial management, including control of a budget.	Essential		A, I
	1.6	Experience of working in a multi-cultural setting	Essential		A
	1.7	Experience of advisory or consultancy work	Essential		A
	1.8	Experience as a School Improvement Partner for primary schools	Essential		A
<b>Knowledge</b>	2.1	Knowledge of the major issues in teaching and learning, curriculum development, care and welfare of pupils.	Essential		A, I
	2.2	Knowledge of current trends in children's workforce development.	Essential		A, I
	2.3	Knowledge of how data is used to set and agree targets with schools	Essential		A, I, T
	2.4	An understanding of, and commitment to, equal opportunities			A, I
<b>Skills/ Abilities</b>	3.1	Excellent negotiation and consultation skills	Essential		A, I
	3.2	Very good organisational skills and a methodical approach	Essential		A, I
	3.3	Well developed written and oral communication skills	Essential		A
	3.4	Very good data analysis and interpretation skills	Essential		A, I, T
	3.5	Ability to influence others and command credibility with headteachers and other stakeholders	Essential		A, I
	3.6	Ability to prioritise effectively, meet tight deadlines, work under pressure and delegate appropriately	Essential		A, I
	3.7	Ability to work both independently and as a member of a team	Essential		A, I
	3.8	Ability to identify and apply best practice from different school contexts to support school improvement	Essential		A, I
	3.9	Effective ICT skills	Essential		A

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<b>Qualifications</b>	4.1	First degree	Essential		A
	4.2	Teaching qualification	Essential		A
	4.3	Evidence of substantial professional development undertaken in the past three years and relevant to post	Essential Essential		A
	4.4	Further educational qualification (e.g. NPQH, University Diploma, Masters degree)	Desirable		A
	4.5	Full driving licence	Essential		A