

Job Description

Effective Date:

Post No:

1. DESCRIPTION

1.1 Post Title: Head of School Services

Operating Unit: Raising Achievement **Location:** Town Hall

1.2 MAIN PURPOSE OF JOB

Responsible for ensuring that children and young people have access to and attend appropriate education and that the authority meets its duties in locating and placing pupils. Provision of a range of services to support pupils, families and schools, including school admissions, attendance, home to school transport, school catering and student support. Ensuring policy development is co-ordinated to meet service objectives and statutory requirements.

1.3 POSITION IN ORGANISATION

Name and position of immediate supervisor:

Name:	Bill Alexander	Staff	Manual
Title:	Assistant Director, Raising Achievement	Direct Reports	7
		Indirect Reports	19
		Total Managed	32
			8

1.3 MAIN ACCOUNTABILITIES

1. Provide effective management for a diverse range of services in collaboration with service managers, to ensure service objectives are met.
2. Support continuous improvement of service delivery through regular reviews of service provision.
3. Promote improved attendance at school and the links to attainment and ensure strategies are in place to meet attendance targets.
4. Ensure fully co-ordinated admission arrangements are effective in both the primary and secondary sector and develop admission policy accordingly, through the annual statutory consultation process.
5. Develop protocols and procedures with schools to ensure newly arrived, hard to place, missing and excluded pupils are provided with education.
6. Ensure the Authority meets its duties in relation to Children Missing Education including tracking pupils no longer on roll.
7. Represent the Local Authority at the Admission Forum.
8. Monitor exclusion rates and co-ordinate follow-up action, to ensure pupils are returned to

school as soon as possible after exclusion.

9. Develop and implement a School Catering Strategy to promote healthy eating in Slough schools.
8. Develop home/school transport policy in accordance with national legislation and local needs and ensure operational management is effective through a service level agreement.
9. Co-ordinate and develop policy across service areas to promote fair access.
10. Ensure that effective budgetary monitoring procedures are in place for all the services above.
11. Provide effective leadership, supervision, guidance and development for service managers and their teams.
12. Ensure national and local performance indicators are met.
13. Ensure service provision is in accordance with statutory regulations.
14. Ensure operational management of services is co-ordinated.
15. To deputise for the Assistant Director, Raising Achievement as required.
16. Any other duties as required by the Assistant Director, Raising Achievement