

## **SLOUGH BOROUGH COUNCIL**

### **JOB DESCRIPTION**

**JOB TITLE:** **STRATEGIC DIRECTOR OF EDUCATION AND CHILDREN'S SERVICES**

**RESPONSIBLE TO:** Chief Executive

**RESPONSIBLE FOR:** As a member of the Council's Corporate Management Team to provide strategic leadership to the Council

Effective integration between all services for children and young people

Strategic planning for Education and Children's Services

Effective Management of:

- The LEA
- Services for vulnerable children and families

Overall planning and management of resources for above services.

**GRADE:** SMG 1

### **MAIN PURPOSE OF JOB:**

- ◆ As a member of the Council's Corporate Management Team to contribute and work within the Council's overall policies to lead the staff of the Council and to develop and implement strategies to further the Council's objectives and core values.
- ◆ To lead transformational change across all children's services in Slough and to ensure clear accountability across all children's services
- ◆ To provide leadership, direction and management for Education and Children's Services in Slough, ensuring the necessary contribution to Council plans and objectives.

### **MAIN RESPONSIBILITIES:**

## **Corporate**

1. To make a significant contribution to the Corporate Management Team's leadership and management of the Council.
2. To support organisational change, ensuring appropriate systems of performance management and development, communications, quality measures, monitoring and review are in place.
3. To work as part of multi-disciplinary project teams to enable the breaking down of departmental barriers and engender the concept of both internal and external partnership working.
4. To be a member of the Corporate Management Team and to lead the Directorate Management Team, contributing to the development and implementation of policies and strategies that will optimise service delivery by the Council to its clients.
5. To work with the Chief Executive, Directors, Heads of Service and Members to ensure services are integrated at the point of delivery.
6. To work with a range of partners and the voluntary sector on improving service delivery and promote creative and innovative ways of tackling local problems. Ensure services are developed which meet the needs of the ethnically diverse community and are accessible to all users.
7. To promote a positive image of Slough and represent the Council at local and national level, attending and presenting at conferences, seminars and working parties, as may be required.
8. To comply with the Council's Standing Orders and the Code of Conduct and to advise the Chief Executive and Members as necessary.
9. To promote and adopt a rigorous approach to Best Value, including carrying out the necessary work as specified in the Council's Best Value Performance Plan.
10. To ensure full compliance with the Health & Safety at Work Act etc. 1974, the Council's Health & Safety Policy and all locally agreed safe methods of work.
11. To promote the Council's equal opportunity policies and to avoid all forms of discrimination as an employer and service provider.
12. To promote corporate working, undertake corporate projects as required, and undertake any other duties that are consistent with the Council's expectations of a senior manager.

## **Service**

1. To deliver effective and efficient management of the Education and Children's Services Directorate, its financial and other resources and achieve best value in the delivery of the directorate's services and of positive outcomes for children and young people.
2. To provide high quality and timely advice to the Council advising the Cabinet, Scrutiny Committee and Panels, Members, the Chief Executive and other colleague officers on all aspects of provision of Education and Children's Services.
3. To have lead responsibility for planning and implementation changes to ensure services meet the needs of children and young people coherently and effectively.
4. To provide leadership and ensure a clear direction for education and children's services exist within the Council; in schools; in other establishments; in the community; and across the Slough Children and Young People's Trust and that education and children's services are fully integrated into the Council's plans and objectives.
5. To ensure that the Council fulfils its responsibility to raise standards of education for students in Slough schools by working in partnership and through providing appropriate challenge, support and educational leadership. To manage responses to external inspections, review and monitor action plans and develop processes for self evaluation and review.
6. To ensure robust and integrated services for vulnerable children at risk and in need are in place and that planning continues to develop options for a Children's Trust for Slough in line with legislation.
7. To take the lead in developing combined action plans within the Council, the PCT and with other agencies in response to integrated inspection reports in the area of Education and Children's Services.
8. To deliver cost effective, high quality, responsive services within the resources made available by the Council and to develop partnership arrangements to deliver integrated service provision with Health, Police, the voluntary sector and other agencies, including the YOT function.
9. To lead the Directorate ensuring the achievement of IIP status and that the Council's HR policies are in place to motivate, train and appraise employers to optimise their skills, contributions and outputs.
10. To plan and keep under review the Directorate's budget strategy in line with the priorities agreed by the Council; to monitor and control budgets and ensure clear accountability.

11. To plan and implement changes in structures, systems, practices and procedures to achieve an organisational culture that is rooted in customer care, operational efficiency and best practice and which promotes the Council as a learning organisation.
  12. To ensure that service, statutory and other required plans, strategies and reports are prepared effectively, co-ordinated for the department, achieve targeted actions and timescales, are properly consulted upon and effectively monitored.
- N.B. The Council's senior management structure is currently under review and the job description may be adjusted but will be in line with the aims and objectives of this directorate.

## Person Specification

### Strategic Director, Education & Children's Services

	Description	Essential/ Desirable	Method: Application (A) Interview (I) Test (T)
<b>Experience</b>			
1.1	Extensive and varied experience as a senior manager at either Director or Assistant Director level in either education management or children's services management.	Essential	A,I
1.2	Experience in both functions	Desirable	A,I
1.3	Experience of contributing to cross-Council projects and policy delivery	Desirable	A,I
1.4	Track record of innovation in determining and realising objectives in education services and/or children's services.	Essential	A,I
1.5	Success in building and leading teams and acting in partnership with others.	Essential	A,I
1.6	Record of successfully developing and implementing strategies addressing major corporate issues and best value.	Desirable	A,I
1.7	Record of achievement in promoting service improvement and in customer care.	Essential	A,I
1.8	Working within and understanding diverse communities.	Desirable	A,I
<b>Knowledge</b>			
2.1	Major challenges and opportunities facing education and children's services and local government.	Essential	A,I
2.2	Aims and objectives of legislative and regulatory framework within which education and children's services operate.	Essential	I
2.3	A clear understanding of budget management, Best Value and performance management.	Essential	I
2.4	Knowledge of the current major challenges and policy issues facing local government	Desirable	I
<b>Key Competencies</b>			
3.1	Leadership skills to inspire commitment from teams and individuals in the directorate, schools and throughout the Council together with the ability to motivate and develop staff and foster a	Essential	I,T

	positive organisational culture.		
3.2	A well developed strategic perspective, creatively applied in response to a range of learning and children's services and corporate issues.	Essential	I,T
3.3	Lateral thinking used to develop creative solutions to partnership working and management issues and creating ownership of these amongst key audiences.	Essential	I,T
3.4	Understands and applies Best Value principles to ensure the most cost-effective outcomes are achieved within limited resources.	Essential	I
3.5	Has the personal credibility and interpersonal skills to work appropriately and effectively with politicians, governors, headteachers, key stakeholders, government representatives and colleagues.	Essential	I,T
3.6	Draws logical conclusions from the analysis and interpretation of complex textual, financial and numerical information.	Essential	I,T
3.7	Communicates clearly, simply and effectively. Can influence a wide range of audiences.	Essential	I,T
3.8	Manages change and conflicting and competing priorities effectively.	Essential	I,T
3.9	Resilience and drive to meet the demands and pressures of the post including the ability to cope effectively at times of crisis.	Essential	I,T
3.10	A strong team player at Corporate Management level through a collaborative approach and solution orientated.	Essential	I,T
3.11	Committed to social inclusion and to equality of opportunity in employment and service delivery.	Essential	I
3.12	Applies ICT solutions to improve service delivery.	Desirable	A,I
<b>Qualifications</b>			
4.1	Degree or equivalent level of demonstrable attainment.	Essential	A
4.2	Evidence of continuous professional development.	Essential	A
4.3	Management qualifications e.g. DMS or MBA.	Desirable	A

