

Job Description and Person Specification Profile

Job Title	Assistant Director – Education & Inclusion
Job ID	SL15
Service	Education & Inclusion
Grade	
Reporting to	Director of Children Services (DCS)

The Role

- To lead corporate priorities for Education and the Education Attainment Board.
- To lead the SEND improvement programme, working collaboratively with key partners and agencies.
- Leading and supporting identified priorities in the Children’s Improvement Plan ensuring they are delivered effectively and have a positive impact on children and young people.
- To provide clear direction and innovative leadership to the strategies, functions and operational delivery of the education service.
- As a member of the Children’s Leadership Team, to carry responsibility with other senior colleagues for the continual improvement in performance of the whole of Children Services.
- Provide strategic leadership and direction to the strategies and functions which support high quality learning attainment.
- Provide effective monitoring, challenge and support to all schools, and education settings and ensure an appropriate input to the quality of provision commissioned by the Local Authority in all sectors.
- Support continued improvement and attainment for children and young people.
- Contribute specialist knowledge, skills and implement the Education Improvement Plan, Corporate Parent Strategy and other relevant plans.
- Ensure provision of those statutory functions and responsibilities which fall within the purview of the Director of Children’s Services in respect of standards and improvement in schools and education settings.
- Ensure that monitoring information on standards and the quality of provisions is systematically reviewed and acted upon to minimise the risk of non-compliance with statutory timescales and requirements and associated inspection risk.
- Ensure provision of function and responsibilities which fall within the purview of strategic planning, school place planning and school reorganisation.
- The role will require the post holder to work effectively and in partnership with senior officers and key strategic partners.
- The postholder will work collaboratively with partners and other agencies

Main Duties and Responsibilities include:

- Lead the council with preparation and response to SEND priorities.
- Encourage schools and other providers to work in partnership to promote professional development, to improve teaching and learning, monitor and evaluate their work, raise standards and improve achievements.

- Develop and maintain effective collaborative working relationships with partner organisations to develop strategic cooperation in delivering the best possible services to children, young people and their families.
- To ensure efficient and productive relationships with schools and education providers in order that positive outcomes are achieved for children and young people.
- Support the strategic implementation and delivery of integrated neighbourhoods to ensure collaborative working in schools and education settings.
- Promote appropriate engagement with children and young people, schools, providers and other partners and stakeholders (including Governors and Parents) to embed a culture of consultation and dialogue which has a direct impact on policy and service quality.
- Develop a service culture which places the needs of our children and young people at the heart of the service and drives continuous improvement towards achieving the highest quality service.
- Ensure that the council's safeguarding processes and practices are robust and effective.
- Create a confident learning and development environment, enabling employees to build and develop their strengths and talents.
- Actively contribute to the setting and implementation of the council's overall strategic vision, direction, policies and objectives.
- Operate and implement an effective and successful performance management system to manage service, team and individual performance.
- Ensure evidence based planning and decision-making and a focus on the delivery of outcomes.
- Act as a system leader, change maker and professional champion for all children, young people and their families.
- Promote effective internal and external partnerships to ensure integration of services and deliver the council's objectives.
- Provide effective and engaging leadership, acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace.
- Ensure the delivery of the priority services in line with the council's budget and medium-term financial strategy.
- Work with Elected Members in the formulation and review of service policies and priorities to ensure the council's strategic objectives and statutory obligations are delivered.
- Undertake a lead strategic role on the Health and Wellbeing Board.

The duties may vary from time to time without changing the nature of the post or the level of responsibility, and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

About You

Your essential qualifications

- Education to degree level in relevant profession
- Qualified Teacher Status

- Management Qualification

Your essential skills, knowledge and experience

- Relevant experience in a local government education context.
- Significant experience with SEND and improving outcomes for children and families
- Significant experience of relevant strategic planning and implementation, policy development and management in a local authority, other education organisation equivalent.
- Strong credible leader with flair and a passion for delivering improvement in services.
- Proven and effective experience of the management of substantial resources in a changing organisation environment, including human and financial resources.
- Experience of developing and implementing organisation culture change strategies within a large diverse organisation.
- Experience of delivering effective external and internal communications.
- Experience of evaluating competing budgetary priorities and establishing effective performance measures.
- Experience of working effectively in cooperation with a range of internal and external partners and stakeholders.
- An understanding of the operation of other relevant agencies and the scope for multi-disciplinary work.
- Knowledge and a significant understanding of education priorities and challenges relevant to the service.
- A clear understanding of the workings of local government and the current issues to be faced in a large, diverse authority.
- A clear understanding of the financial, legal and political context of public sector management and education.
- Knowledge and understanding of strategic planning and implementation.
- Knowledge of project management including business planning.
- An excellent understanding of policy formulation and implementation.
- Leadership in promoting organisation policy.
- Ability and experience to manage a challenging financial budget.
- Knowledge and experience of current best practice standards both at local and national level.
- Effective leadership skills and a track record in leading high performing teams
- Takes ownership for informed decisions and delivering outcomes.
- Resolving problems creatively, pragmatically and flexibly.
- Ability to ensure that services are coordinated and provided in accordance with agreed priorities.
- Business planning and ability to develop, communicate and secure ownership of a clear vision and direction.
- Ability to develop practical and creative solutions to the management of strategic issues.
- Possess political awareness and the capacity for partnership working in a highly devolved and accountable service.
- Familiar with Microsoft packages and social media forums whilst having a political awareness.
- Excellent communication skills appropriate for all audiences.
- Ability to extract, analyse comprehend and present data – including education attainment data.

- Excellent communication skills appropriate for all audiences.
- Able to work flexibly to meet the demands of the job including some out of hours working.
- Committed to the council's corporate vision and objectives.
- Personal and professional demeanour and credibility which commands the confidence of members, senior managers, staff, external partners and other stakeholders.
- A high degree of probity and integrity.
- A commitment to learning and achievement.

Our employees' skills, experience and knowledge are essential to our success along with their happiness, commitment, enthusiasm and motivation to be the best they can be.

What can you expect from us?

- A fair salary and benefits
- Opportunities for good health and wellbeing
- Help you to grow, develop and to do your best
- Enable you to be creative and innovative
- Fully involve you in changes that affect you and your work
- Listen, and act on your ideas and feedback

Working together, we are proud to work for Tameside

Our **STRIVE** values underpin our practice and behaviours and are at the heart of everything that we do:

