

Job Description

Assistant Director Education East Kent

Directorate:	Children, Young People and Education
Division:	Education
Grade:	KR15
Responsible to:	Director Education and SEN

Purpose of job:

Leads the commissioning process to plan and secure the appropriate provision of high-quality school places across a defined area of Kent to provide more good schools and improved pupil outcomes, helping to ensure diversity of provision for children and young people at all ages and improved parental choice.

Leads the strategic planning for, and oversight of, the delivery of District-based services for children and young people in three Districts of Kent coordinating service delivery with other KCC staff, to ensure that resources are appropriately prioritised and outcomes improved.

Main duties and responsibilities:

- Plan and deliver the commissioning of school places in three Districts of Kent, through the ongoing Commissioning Plan process.
- Lead negotiations with primary, secondary and special schools, and with all other education provision, for example PRUs and Units/resourced provisions and liaise with post-16 providers, to meet the aims of the Commissioning Plan.
- Undertake consultations, including Public Consultations, with relevant parent communities and other agencies, liaising with elected members, District Councils, MPs and others interested to ensure that decision-making on school organisation and commissioning matters is conducted within a framework of legal, transparent and collaborative practice.
- Develop and lead District-based working at a strategic level, working with Senior Improvement Advisers (primary, secondary and special), Early Help Managers and Integrated Children's Services Managers, to provide coordinated and integrated delivery of services in three Districts through partnership with schools, other providers and agencies, and other KCC directorates.
- Take the lead on Implementing leadership change, where appropriate, when a school is judged Inadequate by Ofsted or is seriously underperforming.
- Advise and brief members of the County Council, MPs, Locality Boards, District Councils and others including parents on education matters within an area of Kent.
- Promote links with all other CYPE Service Units and those in other Directorates, developing coherent, coordinated and integrated delivery of education services in an area to meet strategic priorities and business plan targets.

- Investigate and resolve complex complaints, relating to schools, which are outside the remit of an individual governing body, and provide briefings for the Corporate Director and members on contentious issues.
- Lead the co-ordination of the CYPE response to emergencies within an allocated area of Kent.
- Manage the reorganisation of maintained schools in a defined locality where expansion, contraction, federation, amalgamation or closure is proposed, and lead the process to establish new schools.
- Represent the Corporate Director and the Director Education and SEN as required at county, area and district level.

Person Specification

Qualifications:

- Degree or equivalent
- Evidence of postgraduate studies

Experience:

Significant and senior management experience of working in education in either a Senior role in a Local Authority or as a Head teacher of a maintained school or Academy, which includes experience of:

- Establishing and managing partnerships across a wide range of agencies
- Management of significant projects
- Planning and performance monitoring in an education environment
- Resources management including budgets
- Managing change in a politically sensitive environment
- Effective liaison & negotiation with politicians

Skills and Abilities:

- Excellent communication skills in all formats
- Proven negotiation, influencing and partnership skills
- Data and information management skills
- Ability to manage risk and apply a range of problem solving techniques
- Ability to prioritise and deliver results within timescales
- Ability to effectively co-ordinate the work of other senior professionals
- Proven ability to work to team consensus
- Able to empower others to take the lead on initiative where and when appropriate

Knowledge:

- A detailed knowledge of education and current education policy and priorities and the political infrastructure for education/children's services
- A good general knowledge of children's services across public and voluntary sectors and current national policy
- Good knowledge of key local authority responsibilities and the main statutes covering education provision
- Detailed knowledge of school planning and organisation
- Excellent knowledge of leadership and management of schools including detailed knowledge of legislation and processes relevant in addressing school governance and management issues

Kent values: examples of behaviours which support the Kent values will need to be demonstrated within the context of this post

- We are brave. We do the right thing, we accept and offer challenge
- We are curious to innovate and improve
- We are compassionate, understanding and respectful to all
- We are strong together by sharing knowledge
- We are all responsible for the difference we make

Organisational Responsibilities

All Corporate Directors, Directors and Heads of Service have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of the County Council. These are fundamental elements of their role not an addition and are summarised as follows

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code)
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies

Embedding Commissioning and Engaging Relevant Markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance
- Deliver to agreed budget and income targets

