



JOB DESCRIPTION

JOB TITLE: Director of Education Standards, Quality and Performance

DIRECTORATE: Children, Families and Well Being

GRADE: SM3 A

DIRECTLY RESPONSIBLE TO: Corporate Director, Children, Families & Wellbeing

DIRECTLY RESPONSIBLE FOR: Access & Inclusion Team

MAIN PURPOSE OF THE JOB

1. To ensure that the Council fulfils its statutory duties in relation to Education Standards, Sufficiency of Education and Early years Places and the SEN Code of Practice.
2. To contribute to, and support, wider corporate development programmes and initiatives including taking the lead in the on-going strategic development of services including new organisational delivery models emerging through the Reshaping Trafford programme.
3. To plan for and ensure the effective delivery and/or commissioning of services particularly in relation to education, safeguarding in schools and for those with special educational needs.

MAIN DUTIES

1. To have strategic responsibility for the leadership and management of strategies and services to ensure all children and young people in Trafford have access to good or outstanding early years, school and college provision.
2. To play a lead role in ensuring that commissioned education services meet the needs of all children and young people, their families and schools, with a focus on prioritising those most vulnerable and at risk.
3. To foster and develop good relationships with Head Teachers that further embeds positive partnership working arrangements.
4. To plan for and ensure that the delivery of educational services improves the quality of life outcomes for children and young people and to challenge/support schools to continuously raise educational outcomes.
5. To ensure that the LA meets the requirements of relevant Ofsted Framework in relation to education and skills.

6. To ensure that the LA meets its statutory duties in relation to the sufficiency of and admission arrangements for Education and Early Years Places
7. To ensure that the LA meets its statutory duties relating to Access and Inclusion and specifically the SEN code of Practice and the reforms outlined in the 2014 Children and Families Act.
8. To ensure that there are effective quality assurance and performance management arrangements in place to facilitate continuous improvement of service delivery and to monitor performance.
9. To manage effectively and within agreed parameters and policies, all financial and human resources within the post's span of responsibility.
10. To contribute to and develop relevant corporate and other strategies as required to deliver on corporate and relevant objectives
11. To keep up to date with existing and emerging national, regional and local policy and funding developments, joint ventures and other delivery models to ensure that Trafford is at the forefront of innovative thinking on service design, commissioning and delivery.
12. To lead on presentations and reports to Senior Officers and Elected Members.
13. To deputise for the Corporate Director, Children, Families and Well-Being as required
14. To carry out other duties as may be required, commensurate with the responsibilities of the post.

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of it's people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

Prepared/revised: Anne Birch
Date prepared/revised: February 2017

PERSON SPECIFICATION

JOB TITLE: Strategic Director of Education Standards, Quality and Performance
DIRECTORATE: Children, Families and Well Being
GRADE: SM3 A
STAGE ONE: Disabled candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
<ul style="list-style-type: none"> Qualified Teacher status and/or Degree in a relevant professional qualification Evidence of continued relevant professional, managerial and personal development 	<p>A</p> <p>AI</p>
2. Experience	
<ul style="list-style-type: none"> Substantial experience of working at a senior management level in an educational environment Demonstrable experience, of successfully managing the key issues and policy drivers relating to the provision of education services Significant experience of assessing, developing, implementing and evaluating plans for children and young people's needs A successful track record of effective financial management and strategic planning as a senior manager Track record of leadership and development of high performing teams Track record of establishing, maintaining and shaping innovative and effective partnerships and relationships across diverse stakeholders including public and private sector, third sector and contracted partners Successful experience in working with or alongside senior managers and politicians within local government or the wider public sector 	AI
3. Knowledge	
<ul style="list-style-type: none"> Detailed knowledge and application of relevant policies, strategies, latest developments, market trends and alternative service delivery models. An understanding of the national, regional and local political and economic context in which the education and public sector operates. 	AI

4. Skills & Abilities	
<ul style="list-style-type: none"> • Excellent communication, inter-personal and presentation skills. • Proven senior management ability; able to influence, negotiate, engage and coordinate across a broad range of colleagues, stakeholders and partners • Strong relationship and management skills ensuring that the Council's interests/priorities are delivered at all times • Evidence of successful budget management and performance management outcomes in a challenging financial environment • Evidence of sound judgement where there are conflicting priorities and timescales • Ability to work successfully in a political environment with a clear understanding of the operational and strategic context of the role and its accountabilities • Work proactively, a self-starter with high levels of energy; tenacious, and driven, • Able to lead and develop high performing, engaged teams that work effectively to deliver corporate and organisational objectives. 	AI

STAGE TWO: Will only be used in the event of a large number of applicants meeting the minimum essential requirements

ADDITIONAL REQUIREMENTS	METHOD OF ASSESSMENT *
1. Qualifications/Training etc.	
2. Experience	
3. Knowledge	
4. Skills & Abilities	
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*** Method of Assessment**

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview,
P = Presentation, **T** = Test, **AC** = Assessment centre

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