

North Northamptonshire Council – Job Description

Assistant Director Education

Service Area: Children’s Services

Reports to: Director of Children’s Services (DCS)

Salary scale: £94,605 - £104,683

Location: North Northamptonshire Council

Role Purpose

- Responsible for the leadership, development, and implementation of relevant strategies for the directorate and Council to deliver its corporate priorities.
- This post is the lead officer for the Council’s responsibilities in terms of learning, skills and education. The postholder will provide strategic direction for strategies relating to this. The postholder will also provide professional advice to senior officers and elected members.
- Develop and embed a performance culture that delivers results through continual improvement and ensure that resources are targeted on business priorities and meeting customer needs.
- Manage resources efficiently and effectively, ensuring there are sufficient financial, human and other resources available to deliver effective services.
- Take a proactive approach to risk management and business continuity planning on areas of accountability.
- Responsible for leading and managing the smooth and effective transition and transformation of operational or support services from previous councils’ models into the new North Northants Council model.
- Responsible for developing and maintaining key internal and external relationships and partnerships to deliver both the Council’s and wider strategic area priorities.
- Responsible for embedding an outcome-based customer focused culture.

Key Responsibilities

- Lead on the development of the context for learning for all Children and Young People and their progress within that context.
- Develop the Council's School Improvement Strategy in the light of performance monitoring and feedback.
- Lead on the strategy, development and delivery of Special and Additional Educational Needs and Pupil Referral services so that the achievement gap between the most vulnerable young people and the broad majority is effectively narrowed.
- To ensure the establishment of a robust and secure Quality Assurance framework across the service and delivery.
- Lead on the development and implementation of the Council's 14-19 Strategy, to ensure the delivery of corporate priorities and national targets relating to access to Education and Employment Training (EET).
- Ensure that wide-ranging consultation and dialogue takes place with stakeholder organisations, governing bodies, children and young people, so that service planning and provision responds effectively to the community's needs.
- Deliver and monitor the school reorganisation strategy (including closures, mergers and re-sitings), to reduce excess places and support wider sustainability and efficiency objectives across the Council and to meet the educational vision for each local area and the whole council.
- Develop and maintain strategic partnership relationships across health, social care and community-based services within Northamptonshire, to support the effective delivery of the Children's Trust, Local Area Agreement, DfE agenda and the Community Strategy.
- Contribute to the strategic planning and implementation of a Children and Young People's Area-Based Strategy to ensure the Council fulfils its responsibilities and delivers high quality, fully-integrated services that are better focused on prevention, early intervention and individual need.
- Work with school Heads and Academy Trusts to establish positive influential and effective working relationships to improve outcomes for children and support the delivery of good quality education and support to vulnerable children.
- Keep updated on and manage through the service any changes to legislation, and any issues relating to Council services which have a learning, achievement and schools related impact on the Council.
- To deputise for the Director as required.

This is politically restricted post under section 2(1) of the Local Government and Housing Act 1989

Management reserve the right to assign and/or vary operational responsibilities, within your level of responsibility, to meet operational requirements

The grade reflects the requirement to attend meetings outside of normal working hours.

Externally: Wide network of contacts from within the public and private sectors at national and local level including stakeholders, local partnerships, council owned companies, enterprises regeneration organisations, government departments and business organisations.

Internally: Chief Executive, Elected Members, Directors, Assistant Directors, and managers and teams from across the Council.

Skills and Behaviours

Must be able to:

- Engage with all stakeholders and take responsibility for driving forward and implementing corporate and service improvements.
- Create innovation and empower teams.
- Effectively negotiate and influence to achieve the corporate vision.
- Maximise relationships across team, service, and organisational boundaries to achieve desired results.
- Strong management & staff development skills and the ability to create a strong team ethos.
- Keep up to date with new developments in their area of strategic leadership to enhance personal effectiveness.
- Communicate effectively with both individuals and groups of all sizes at all levels, internal and external to the Authority.
- Promote equal opportunities within all aspects of service delivery and employee relations.



Assistant Director Education

Person Specification

Education/Training

- Degree or relevant management qualification, or similar or qualified by experience.
- A detailed understanding and awareness of the primary, secondary, special schools and 14-19 agendas with experience of and the ability to translate them into local solutions.
- Evidence of and experience of the preventative agenda in terms of children and education.
- Relevant portfolio of experience in learning, school improvement and achievement/attainment.

Leadership Experience

- A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity.
- A demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.
- Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high-performing working environment.
- Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups.
- A track record of working in and forging successful partnerships with a wide range of internal and external bodies including governmental and non-governmental organisations, the private and voluntary sectors.
- A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic and operational issues that achieve service objectives.
- A proven track record of applying commercial judgement in making decisions that will deliver cost-effective and efficient results.
- A proven track record of managing key transformation & change within complex services or areas.



Skills/Abilities

- Demonstrate a proven ability to motivate, develop teams, individual and self to enhance performance and service standards.
- Effective negotiating and influencing skills.
- Ability to build effective business Partnership, both internally and externally.
- Understanding of customer focussed services.
- Demonstrate leadership skills in managing significant change and improvement in service delivery.
- Demonstrate excellent communication skills (verbal and written) and be able to present complex issues to a range of audiences.
- Demonstrate ability to work well under pressure, achieving deadlines.
- Demonstrate ability to initiate solutions to complex issues.
- Demonstrate commitment to performance management.

Key competencies, behaviours and approach

- Prepared to quickly and flexibly react to the needs of the Council, its customers and partners.
- Excellent leadership and management skills, at a strategic and operational level and including the ability to delegate appropriately.
- Strong interpersonal skills and the ability to influence and persuade.
- Strong personal commitment to the delivery of first class services.
- High level communication, networking and ambassadorial skills.
- Business acumen.
- Vision and creativity.
- Ambitious, energetic and highly motivated.
- Visible, approachable and accessible; resilient, determined and confident.
- Awareness of own strengths and weaknesses and commitment to addressing areas requiring development.