



## **Job Description and Person Specification**

### **Job details**

Job title: Head of Educational Effectiveness

Grade: TBC

Reports to: Assistant Director - Education

Responsible for: Early Years, School Effectiveness, School Governance and Education Safeguarding within the locality of NNC

Directorate and Service area: Children's Services, Education

### **Purpose of the job**

Reporting to the Assistant Director - Education, providing strategic leadership, influence and challenge across Education Effectiveness for children aged 0 - 16 in North Northamptonshire.

To support the achievement of the department's strategic aims and vision the postholder will:

- Meet the statutory responsibilities for school improvement to ensure access, quality and outcomes as defined within The Children's Act.
- Contribute to the development of a sustainable system led model for school improvement in response to a shifting educational landscape including broader academisation.
- Drive the best use of resources and create capacity across relevant parts of the school and early years setting system to add value and increase the number of children who achieve a good level of education.

- Work closely with the Inclusion Service, Children's Social Care, and Early Help teams to ensure the same level of opportunity is afforded to all children and young people

This will be delivered in partnership and in line with the priorities as set out within the North Northamptonshire Council Education Improvement Framework 2025-2028 and will be underpinned by the Corporate vision; to enable Lancashire to be the best place to live, work, visit and prosper.

### Principal responsibilities

|    | Main Duties and Responsibilities                                                                                                                                                                                                                                                             |
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| 1. | Develop, implement and communicate strategy, policy and operational business plans across the wider area of Education Improvement Services.                                                                                                                                                  |
| 2. | Develop and implement strategic business plans in line with the core purpose and objectives of Education Improvement Services using judgement to resolve service issues or achieve improvements                                                                                              |
| 3. | Provide leadership and oversee wide-ranging support for Governors of all schools within North Northamptonshire so that they are able to contribute to the work of Governing Boards and raise standards of achievement for all pupils, whilst working within an allocated budget.             |
| 4. | Use innovative and creative thinking to lead on the design and delivery of service objectives, ensuring detailed analysis and evaluation, risk assessment and initiating/scoping improvement projects.                                                                                       |
| 5. | Leading the delivery of service objectives, working collaboratively with partners to deliver multi-agency initiatives, including the team around the schools and settings model, and facilitate management decision making which will have medium to long term effects on the service.       |
| 6. | Effective leadership and management at a senior level of a diverse workforce to support excellence in service delivery. Leading, developing and promoting a culture of continuous professional development for all staff.                                                                    |
| 8. | Ensure robust systems are in place to maintain and produce accurate and timely data required for statutory compliance, monitoring against performance standards and evaluation of service delivery.                                                                                          |
| 9. | Positively engage with partners and stakeholders nationally, regionally, and locally to advocate and raise the profile of North Northamptonshire's Education Improvement Services. Successfully influencing key decision makers at senior levels, both internal and external to the Council. |

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| 10 | Advise the Council's Corporate Leadership Team and Elected Members on appropriate strategies and policies required to deliver the job purpose. A good understanding of the political context at regional and local level and working in a constructive and sensitive way. |
| 11 | Effective financial management including prioritisation of budgets within the context of decreasing resources.                                                                                                                                                            |

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Understand the councils commitment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.
4. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

| Attributes                             | Essential criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable criteria                    |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Education, Qualifications and Training | <p>Educated to degree level or equivalent qualification e.g. NVQ 4, HNC</p> <p>Evidence of commitment to continuing personal and professional development.</p> <p>Qualified Teacher Status</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Experience across more than one phase |
| Experience and Knowledge               | <p>Significant professional and/or management experience of a strategic operation/service.</p> <ul style="list-style-type: none"> <li>• Experience of credible and relevant education senior leadership sufficient to secure the confidence of school leaders and other system leaders locally and regionally</li> <li>• Effective Leadership and Management at a senior level of a diverse workforce to support excellence in service delivery.</li> <li>• Successful financial management including prioritisation of resources.</li> <li>• Demonstrative record of delivering high quality services against challenging objectives and resources.</li> <li>• Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources.</li> <li>• Experience of working across services outside of the area of responsibility to ensure delivery of corporate objectives.</li> <li>• Proven experience of leadership including change management, resource management and strategic HR experience.</li> </ul> |                                       |
| Ability and Skills                     | Comprehensive understanding of the activities and objectives of the Council, both current and future.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                       |

| Attributes | Essential criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Desirable criteria |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|            | <ul style="list-style-type: none"> <li>• Good understanding of the political context at regional and local level and working with Elected Members in a constructive and sensitive way.</li> <li>• Ability to successfully influence key decision makers at senior levels, both internal and external to the council.</li> <li>• Ability to lead, develop, manage and motivate services/teams in a challenging and changing environment.</li> <li>• Ability to quickly build credibility with senior managers and stakeholders.</li> <li>• Ability to embed services which are compliant and fit with the wider organisational strategy.</li> <li>• Ability to utilise significant judgement to lead the design and delivery of school effectiveness and ensure operational business plans are in place to resolve service issues or improve services, including creative and innovative thinking and risk assessment.</li> <li>• Highly developed interpersonal skills, including negotiation and influencing, communication and motivation.</li> <li>• Highly developed change management skills with the ability to identify, develop and establish frameworks from which others achieve.</li> <li>• Excellent planning, organisational, analytical, problem-solving, prioritising time management, marketing and presentation skills.</li> <li>• Detailed knowledge of relevant legislative requirements, national performance standards and statutory requirements as they relate to Education.</li> <li>• The ability to forecast the effect of external pressures – financial, legislative, political and to identify, develop and analyse alternative strategies to meet long term objectives and the needs of a diverse and complex organisation.</li> </ul> |                    |

| Attributes          | Essential criteria                                                                                                                      | Desirable criteria |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Equal Opportunities | Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs. |                    |