

**Job Description and Person Specification**

Director of Education and Inclusion



**JOB DESCRIPTION**

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| **Job Title** | Director of Education and Inclusion |
| **Salary Band** | **£110,408 - £136,387** |
| **Directorate** | **Childrens and Young People’s Services** |
| **Reports to** | **Corporate Director, Children and Young People’s Services** |
| **Direct Line Reports** | **4** |
| **Budget Responsibility** | **Approx. £600 million (basic need £43 million and special provision capital £23 million)** |
| **Staffing Responsibility** | **Approx. 300** |

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| **Primary Responsibilities** |
| * Ensure that the Council fulfils its statutory duties in relation to Education Standards and Performance and ensure sufficiency of education places across the city. * Work with all key stakeholders and providers to deliver improved education outcomes for all our children and young people. * Contribute to, and support, wider corporate development programmes and initiatives, including taking the lead of appropriate strategic development projects. * Oversee school admissions processes. * Act as the LCC strategic lead officer for a wide range of partnership activity including: * Lead Client for SIL contract * Work with colleagues across all Directorates collaboratively and support the Corporate Transformation Programme. |

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| **Key Responsibilities** |
| * Overall leadership and management of strategies and services to ensure all children and young people in Liverpool have access to good or outstanding early years, school and college provision, across mainstream, special and alternative provider settings. * Play a lead role in ensuring that 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. * Supporting and advising the Education Improvement Board. * Provide advice and direction on all aspects of education ensuring that professional advice, including that in relation to sensitive corporate, strategic and political issues is given the Corporate Management Team, Elected Members (in whatever capacity), other directors, managers and employees. * Lead on strategic planning and outcomes relating to pupil inclusion including behaviour and attendance, education safeguarding, virtual school, alternative provision, SEND and extended services to support and engage vulnerable pupils. * Foster and develop relationships with Head Teachers and their associations that ensures positive partnership working arrangements. * Work with Head Teachers and other key stakeholders to review and improve current working arrangements and systems – ensuring coherence around services, support, networks, groups and committees. * Promote and implement inclusive practice in all aspects of employment and service delivery. * Ensure and embed a problem-solving approach to tackling issues. * Foster and develop relationships with other key individuals and agencies – including the Diocese and Archdiocese, Regional School Commissioner, OFSTED, Department of Education. * 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. * Ensure that the LA meets the requirements of the OFSTED/CQC Frameworks for inspecting SEN provision. * Ensure that the LA meets is statutory duties in relation to the sufficiency of and admission arrangements for Education and Early Years Places. * Ensure that 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. * Ensure that there are effective quality assurance and performance management arrangements are in place to facilitate continuous improvement of service delivery and to monitor performance. * Manage effectively and within agreed parameters and policies, all financial and human resources within the post’s span of responsibility. * Contribute to and develop relevant corporate and other strategies as required to deliver on corporate and relevant objectives. * 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 Liverpool is at the forefront of innovative thinking on service design, commissioning and delivery. * Lead on presentations and reports to Senior Offices and Elected Members. * Deputise for the Corporate Director, Children and Young People’s Services as required. |

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| **Broad Responsibilities** |
| * Provide financial, technical and professional advice to the Leader, elected Members particularly the Cabinet and the relevant Cabinet Members and Select Committees and Officers. * Work in a corporate and co-operative way with all senior management, members and staff aligned with the organisational values and behaviours ensuring open, honest and transparent communication. * Horizon scanning and identifying “world class” evidence-based research supporting transformation and improvement. * Develop the City Council’s commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken. * Ensure that work complies with all statutory and governance requirements, Standing Orders and Financial Regulations of the City Council and ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council safety plan. * Observe and fulfill the seven principles of public life (also known as the Nolan Principles) and our organisational values. * Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement*.* * Provide focus and drive within your area of service responsibility and associated supply chains for delivery of the Councils Net Zero Action Plan, identifying and removing barriers to progress and action. * Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council’s strategic objectives and policies. * Being responsible for ensuring that there is a culture of value for money and compliance with financial regulations across the service. * Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money. * Maintaining up to date financial records on the Corporate Finance System. * Responsible for commissioning and interpreting financial management information in performance reports and making informed/strategic decisions. * Responsible for financially planning, procuring, and negotiating commercial arrangements to ensure risks are managed within budget affordability limits and best value is achieved. |

**PERSON SPECIFICATION**

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|  | **Requirement** | **Essential or Desirable** |
| **Qualifications and Training** | * Qualified Teacher Status or degree in a relevant professional qualification. * Evidence of continuous professional, managerial and personal development. | Essential |
| **Experience** | * A successful track record of achievement at Senior Management level within an education environment of comparable scope and complexity and with an understanding of the issues facing Liverpool City Council and the areas for which the postholder is responsible. * In-depth understanding of 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. | Essential  Essential  Essential  Essential  Essential  Essential  Essential |
| **Knowledge** | * Detailed knowledge of relevant policies, strategies, latest developments, market trends and alternative service delivery models and the way in which they can be utilised by Liverpool City Council. * An understanding of the national, regional and local political and economic context in which the public sector and Liverpool City Council operates. * Demonstrable and strong analytical, data and knowledge management skills, and an understanding of how business intelligence is used to commission, manage and develop effective service outcomes. | Essential  Essential  Essential |
| **Skills/Abilities** | * Proven senior management ability; able to influence, negotiate, engage and coordinate across a broad range of colleagues, stakeholders and partners. * Excellent communication, interpersonal and presentation skills. * Strong partnership skills whilst ensuring that the Council’s interests/priorities delivered at all times. * Evidence of successful budget management and performance management 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, driven and a deliverer. * Able to lead and develop high performing, engaged teams that work effectively to deliver corporate and organisational objectives that benefit Liverpool. | Essential  Essential  Essential  Essential  Essential |
| **Personal Style and Behaviour** | * The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the City Council’s vision and values | Essential |
| **Commitment** | * An understanding of and a personal commitment to the vision, aims, values and priorities of Liverpool City Council. | Essential |

# Equal Opportunities - Our Commitment

Liverpool City Council is an equal opportunities employer.  We are committed to the fair treatment of our staff, potential staff and service users, regardless of age, disability, gender, sexual orientation, race or religion.

We respect the diversity of all employees and monitor our workforce and employment policies by race, gender and disability.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential, and welcome applications from a wide range of candidates, including those with criminal records.

We select all candidates for interview based on skills, qualifications and experience

**It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council’s safety plan.**

**This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility.**