

JOB SUMMARY

Post Title	Service Manager – Education & Post 16 Participation						
Job Family	<i>Service Delivery</i>	Pay Range	15	Line Manager to others?	Yes	Role profile ref	<i>SD15</i>
Service Area	<i>Children's Services</i>						
Line Manager	<i>Service Director – Education & Inclusion</i>						
Location	<i>County Hall / Agile</i>						

Job Purpose

Manage the Virtual School, School Improvement, Skills and Participation, and Governor support functions within the Education and Inclusion division of the Children's Services Directorate.

Planning and managing statutory duties and functions associated with the local authority's responsibilities for the education of school age children and young people (including early years), post 16 education and training, including mainstream post 16 sufficiency and strategic commissioning, post 16 participation, the September Guarantee, and NEET support services.

Provide leadership and management oversight to services, such that all children and young people experience equity of opportunity and attainment potential, through access to high quality provision.

Job Context

Work across the wider children's services teams to support the design, delivery, and evaluation of key strategies and associated workstreams. Construct key policies and guidelines to underpin the work of the Education and Inclusion division.

Lead on the delivery of the Council's school improvement strategy for schools on the Isle of Wight (maintained primary, secondary and all through schools, special schools, resourced provisions, alternative provisions, and pupil referral units), ensuring that attainment rises at all key performance indicators from early years to post-16, with a corresponding increase in the proportion of good and outstanding schools.

Ensure that there is appropriate focus on vulnerable groups of children and young people within school improvement activity leading to increased attainment in these groups. Ensure that performance within these groups effectively is monitored and evaluated and that appropriate interventions are designed and delivered to deliver ongoing improvements.

Ensure that there are robust systems in place to record and monitor detailed and accurate school performance data. Analyse and evaluate the data responding rapidly to emerging trend with targeted interventions. Work with colleagues and partners to ensure the system is continually developed and meets the needs of all stakeholders.

Co-construct a blended partnership approach to school improvement drawing upon the expertise of other organisations such as HIAS, DfE Hubs, and school to school support.

Lead the development and maintenance of constructive working relationships with schools and other education providers. Proactively build good working relationships and communicate effectively with all stakeholders, including partner organisations, members, and directors.

Develop strong working relationships to enable appropriate mechanisms to be in place for challenging underperformance in academies / free schools and for ensuring the effective use of academisation as an option to bring about school improvement.

Develop opportunities that promote effective safeguarding practices in all educational establishments.

Ensuring an effective interface with the DfE, ESFA and CEC and their regional and local officers to ensure the effective development within the Isle of Wight of post 16 education and training provision, working cross-directorate to align strategic economic and skills priorities with FE provision.

Supporting the implementation of SEND strategies to improve post 16 employability and preparation for adulthood, and providing the Virtual School for Looked After Children post 16.

Providing a directly delivered ESFA regulated post 16 and post 19 curriculum provision across the Isle of Wight, including Supported Internships.

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Support the Service Director in the development of Service Plans and in maintenance of effective service wide business continuity plans.

Support and advise the Service Director to ensure the development and delivery of continuous improvements in all aspects of the service. Manage and control the planning and implementation of improvements and new ways of working which impact the education service and the council.

Represent the council on external working groups as requested by the Strategic Director and Service Director.

Provide expert professional advice and guidance to the Service Director, senior managers, councillors, and other key stakeholders on school performance, post 16 regulation, early years and virtual school policy, and performance.

Knowledge, Skills, and Experience

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Expert knowledge of the service area, the authority and partnership organisations and understanding of the political agenda impacting on them.	<p>Demonstrable experience of working with schools, and ideally post-16 providers, to improve the outcomes achieved by young people ideally in a public sector setting.</p> <p>Substantial experience of working in a school or educational setting with a proven ability to design and deliver improvements in educational standards for children and young people.</p> <p>Expert knowledge of teaching with proven experience in the field. Demonstrable and robust understanding of schools improvement techniques and approaches and of the challenges facing schools.</p>	X	
Substantial experience of planning and delivering specialist legal / statutory / regulatory / customer / stakeholder / community engagement services within a large / complex organisation, with expert professional knowledge and experience.	<p>Delivery of strategies and plans as well as enabling an organisation to remain compliant with its statutory functions to meet both current and future challenges.</p> <p>Experience with the relevant legislation and activities, including financial responsibilities.</p>	X X	
Expert knowledge of the service and partner relationships and wider sector / external influences. Significant experience of leading in multi-disciplinary and partnership working. Experience in chairing case conferences / partnership events.	Expert knowledge of the key issues affecting Children's Services both within the Council and beyond and, the role of the Council in its relationships with educational institutions.	X	
Expert knowledge and understanding of the legislation, regulations, systems, policies, procedures, professional guidelines, best practice, and emerging developments (including the political agenda) which impact the service area. Experience in assessing the impact of legislation and ensuring organisational / stakeholder compliance.	<p>Demonstrable history in securing improvement to groups experiencing vulnerability.</p> <p>Knowledge of the issues facing local government in respect of its education services needs in order to underpin the delivery of service strategy, policy, and corporate priorities.</p>	X X	
Experience in developing policy, procedures and standards and contributing to strategic direction, in a changeable area of work.	Proven ability to understand a public sector's governance arrangements including ensuring that policies and processes are aligned and to corporate priorities.	X	

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Substantial experience of representing the Council / organisation in a professional / legal capacity.	Substantial experience of representing the council in demanding situations with stakeholders and partners.	X	
Excellent interpersonal skills. Authority and credibility to build relationships and engage successfully with colleagues, partners, and customers at all levels. Excellent persuasion and negotiating skills, in order to motivate people and partnerships and influence outcomes in complex or politically sensitive situations.	Demonstrable experience in consulting with stakeholders to identify requirements. Proven ability to effectively communicate changes in policy, strategies and working practice both internally and to partner organisations/ stakeholders via all media channels.	X	
	Substantial experience in managing difficult customers/ stakeholders or sensitive issues.	X	
Authority and credibility to build relationships and engage successfully with colleagues, partners, and customers at all levels in complex or politically sensitive situations.	Ability to command credibility with partners and stakeholders and build trusting relationships that can demonstrate improved outcomes.	X	
	Ability to understand and successfully navigate through sensitive situations.	X	
Initiative, strategic, and political awareness demonstrated in innovative approach to problem solving and decision making.	High level of political awareness and ability to use this to solve practical problems.	X	
Excellent planning and organisational skills with experience of managing and delivering a service to organisational requirements.	Experience of implementing practical project management approaches which secure successful delivery of agreed business outcomes.	X	
	Ability to lead and motivate a team to fulfil the organisational and service requirements	X	
Good ICT skills including use of Microsoft applications and specialist systems.		X	
Qualifications			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Educated to degree standard or equivalent.	Degree level qualification in a relevant subject or equivalent experience	X	
Relevant professional /vocational qualification.	Qualified Teacher Status Relevant professional registration with demonstrable continuing professional development.	X	
Post graduate qualification may be required.			X
Other Requirements			
May be required to work out of normal working hours for call out, member committees and emergencies, as and when required			
Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for self and the team			
May require relevant certifications including evidence of fluency in English language			
Able to travel to mainland meetings as required			