

## JOB SUMMARY

<b>Post Title</b>	<b>Service Director – Education &amp; Inclusion</b>						
<b>Job Family</b>	Leadership	<b>Pay Range</b>	17	<b>Line Manager to others?</b>	Yes	<b>Role profile ref</b>	HS01
<b>Service Area</b>	Children’s Services Directorate						
<b>Line Manager</b>	Strategic Director Children’s Services						
<b>Location</b>	County Hall and Agile						

<p><b>Job Purpose</b></p> <p>Lead, plan and deliver the council’s education services that support and underpin the successful customer focused delivery of corporate priorities and outcomes, managing relationships and developing partnerships with school leaders, politicians, and other relevant stake holders.</p> <p>Provide strategic leadership and direction, operational management and financial control for the Education service areas including:</p> <ul style="list-style-type: none"> <li>• Special Educational Needs Service</li> <li>• Virtual School</li> <li>• Governor Services</li> <li>• Services for Young Children</li> <li>• Primary Behaviour Service</li> <li>• Skills and participation including Outdoors education, apprenticeship delivery &amp; specialist education.</li> <li>• Inclusion Commissioning and Support Services</li> <li>• Educational Psychology</li> <li>• Specialist Teacher Advisory Service</li> <li>• School Admissions</li> <li>• School Transport</li> <li>• School place planning</li> </ul> <p>Ensure that the statutory duties of the council in relation to education standards, sufficiency of education and children with special educational needs are delivered to the highest standard.</p> <p>Be accountable for the performance of the education service area and the delivery of high-quality strategic aims. Support the strategic director for children’s services to deliver the desired culture and aims of the Council. To ensure a focus on the most vulnerable children in education promoting an inclusive system.</p>
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<p><b>Job Context</b></p> <ul style="list-style-type: none"> <li>• Be an active member of the children services directorate leadership team shaping and developing an innovative and inclusive one council approach that delivers excellent services for education and inclusion across the Isle of Wight through an ambitious and successful function that is integrated across the council.</li> <li>• Lead the development and implementation of the education and inclusion service strategies, plans, objectives, policies, systems, and processes to deliver council priorities, ensuring they meet internal and external reporting requirements and comply with legislative and regulatory frameworks.</li> <li>• Ensure that educational services work cohesively alongside children’s social care services so that the council has one coherent system for children and families.</li> <li>• Develop, lead, and contribute to major programmes aligned to the council’s overall corporate strategy and objectives which provide for improvements within island schools, children experiencing vulnerability, and those with special educational needs and those open to social care.</li> <li>• Take a strategic lead for innovation and transformation across education and inclusion services, being a catalyst for change and ensuring innovation is embedded in practice including taking the lead in the strategic development of services and organisational delivery models emerging through key policy initiatives while delivering cost effective, high-quality services that improve outcomes for children and young people.</li> <li>• Ensure that strategic change is successfully developed, led, and delivered, across a complex organisational landscape with significant and differing challenges and partnership arrangements.</li> <li>• Work alongside residents to put community outcomes at the heart of service design and decision making, removing barriers, and enabling staff to be imaginative and innovative, collaborating with stakeholders across departmental and organisational boundaries to design joined-up services that are efficient, effective and enable residents and communities to thrive.</li> </ul>
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- Responsibility for services delivered directly as well as by providers through commissioned arrangements that promote, maintain, and further improve the high standards of education, the quality of teaching in all settings, and the skills, attainment and progress of all children and young people.
- Lead on improving educational outcomes for children experiencing vulnerability, such as those living in circumstances of relative poverty, those with special educational needs and those open to social care.
- Work with the cabinet and relevant member portfolio holder as the council's expert on education and inclusion, to provide advice, guidance, clarity and insight into functional delivery and performance.
- Build and maintain successful partnerships between, schools, academies, colleges, and the council to ensure a coherent approach to inclusion and access across settings and lead the drive across all schools and settings for improved standards and attainment, supporting the council's ambitions for all island schools to be good or outstanding.
- Actively develop, promote, and sustain partnership working with statutory agencies and other relevant organisations, including DFE, Ofsted and government as necessary to drive innovation, enhancement in the quality of life for all and brings about long-lasting improvements for the delivery of services.
- To ensure that the local authority meets the requirements of relevant Ofsted framework in relation to education and skills and contributes to the Ofsted requirements for children's social care. Ensure that all services meet the requirements of inspections.
- Ensure effective people management practice is conducted throughout the service, and staff are motivated and have the necessary skills and knowledge to undertake their role. Develop and implement effective workforce plans, internal talent management arrangements, and learning to ensure the future workforce.
- Take overall responsibility for children's services facilities management and property portfolio ensuring that the department's needs are met in the most efficient manner to support service delivery.
- Take overall responsibility for the efficient and effective delivery of school transport services.
- Represent IWC at partnership, public and other high-profile events, influencing opinions and actions both internally and externally.
- Be the department's lead for schools' funding and schools' forum, working with finance and education service colleagues to ensure that school funding and associated processes are managed effectively and in a way that promotes positive partnership working with schools.
- Manage the budgets of education and inclusion service effectively, in accordance with the council's scheme of delegation and financial regulations to ensure the most cost-effective delivery of services, within available resources and maximising the potential for income generation.
- Ensure that education practice and commissioning are fully compliant with all relevant legislation, codes, standards, and best practice and that the departments activities are based upon evidence informed service development.
- Promote and safeguard the welfare of children and young vulnerable people that you are responsible for or come into contact with.
- Provide leadership in risk management, emergency response and business continuity both corporately and as part of your directorate, being available for response rotas as required.
- Deputise for the strategic director. Supporting the strategic director in providing overall strategic leadership to the directorate and internal and external meetings, as necessary.

### Knowledge, Skills, and Experience

Role Profile requirements.	Job specific examples. (If left blank refer to left hand column)	Essential	Desirable
Significant relevant experience of managing a service / professional expertise area in a large public sector organisation (preferably local government).	Strategic leadership and operational management experience of the range of relevant functions in order to provide the necessary direction and professional support to service leads in the delivery of corporate and service priorities.  Substantial experience in the management and oversight of complex strategies of corporate and political importance across the range of professional disciplines within the service.  Strong and varied record of achievement at a senior level in education, preferably in local and/or central government	<b>E</b>	

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	Substantial experience of leading and managing an education service in a large local authority, including leading through inspection		
Substantial experience of service planning and delivery.	<p>Evidence of a successful leading role in service planning and delivery providing clarity of vision and purpose to motivate teams towards a common goal and align service priorities and planning towards critical delivery activities.</p> <p>In-depth understanding of early years, education and inclusion and relevant legislative frameworks with a demonstrable ability to collaborate across education and children's services to deliver priority outcomes.</p> <p>Experience of shaping education and inclusion strategies and plans, covering a range of services and activities that have shared objectives.</p> <p>Experience of leading the development and maintenance of business continuity arrangements and the ability to act accordingly in circumstances of emergency.</p>	<p><b>E</b></p> <p><b>E</b></p> <p><b>E</b></p>	<b>D</b>
Extensive knowledge of local government and wider sector / external influences.	<p>In-depth knowledge of the issues facing local government in respect of its education services needs in order to underpin the development of service strategy and policy necessary to secure successful delivery of services and corporate priorities.</p> <p>In-depth understanding of regulations/ legislation and best practice within the life education, skills sectors and inclusion arena and the wider sector, with a thorough understanding of national and local government developments, policy, and emerging trends.</p>	<b>E</b>	
Extensive and comprehensive knowledge and understanding of the service area; the requirements, systems, policy, practices, procedures, legislation, and major issues facing it.	<p>Substantial knowledge and experience in education and inclusion, with a breadth of understanding of all areas that the role covers, including school improvement and educational legislative requirement.</p> <p>Extensive and comprehensive knowledge and understanding of the national policy context, regulatory environment, financial legislation, and major issues facing the functional area.</p> <p>Substantial understanding of the legislative requirements and professional practice standards necessary to ensure that there are compliant services in place.</p>	<b>E</b>	

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<p>Proven track record of effectively managing significant budgets and ensuring the delivery of services within agreed resources.</p>	<p>Extensive knowledge of both budget planning, monitoring and management and ability to demonstrate leading role in successful budget planning and management ensuring the delivery of services within agreed resources.</p>	<p><b>E</b></p>	
<p>Proven ability to identify standards and performance requirements for own and partner organisations and deliver effective performance management.</p>	<p>Proven ability to lead effective performance management systems and processes that secure required outcomes. Understanding of appropriate professional standards and how these can be achieved.</p> <p>Proven track record of ensuring that there are robust service planning and performance management systems in operation to secure delivery of service and team based operational activity.</p>	<p><b>E</b></p>	
<p>Significant experience of leading and sustaining partnerships both internally and externally.</p>	<p>Demonstrable ability to operate effectively as part of the wider management structure, including building constructive and positive working relationships with stakeholders and partner organisations in the pursuit and delivery of initiatives that are key to the delivery of corporate priorities.</p> <p>Good understanding of the success factors in partnership working. Demonstrate success in nurturing relevant partnerships to achieve effective outcomes.</p>	<p><b>E</b></p>	
<p>Authority and credibility to work effectively in a political environment establish positive and productive relationships with stakeholders and engage successfully with colleagues, partners, and customers.</p>	<p>Evidence of successful relationship management with relevant stakeholders and partnerships including government agencies, businesses, parishes and town councils and community organisations,.</p> <p>Strong organisational and political acumen, with the ability to work with elected Members and interest groups to build consensus and shape services.</p> <p>Ability to demonstrate customer focused improvements.</p>	<p><b>E</b></p>	
<p>Excellent interpersonal and communication and presentation skills, with proven ability to communicate effectively and persuasively to a wide range of audiences both horizontally and vertically throughout the organisation.</p>	<p>Demonstrable evidence of the ability to actively engage, influence, negotiate and conduct constructive challenge in order to secure required delivery outcomes.</p> <p>Ability to negotiate, influence and give clear, persuasive advice to senior officers, Members, trade union representatives.</p>	<p><b>E</b></p>	
<p>Significant experience leading the procurement and management of strategic contractual arrangements.</p>	<p>Demonstrable evidence of the ability to actively engage, influence, negotiate and conduct constructive challenge in contractual relationships at a senior level in order to secure required delivery outcomes and contractual obligations.</p>	<p><b>E</b></p>	

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	Proven experience of leading significant procurement processes.		<b>D</b>
Proven track record of managing major projects and policy development.	<p>Ability to demonstrate successful project and programme management and policy development. Proven track record of operating at a senior level to identify, initiate and oversee significant corporate projects.</p> <p>Proven ability to communicate effectively with a wide range of audiences both horizontally and vertically throughout the organisation in developing and maintaining focus on delivery on key strategic projects where there are financial outcomes to be secured.</p> <p>A good understanding and ability to implement risk management in the context of strategic financial planning, financial reporting and control and project management.</p>	<b>E</b>  <b>E</b>	<b>D</b>
Proven track record of success in delivering major organisational change.	Good understanding of the success factors for organisational change and ability to demonstrate evidence of successfully leading transformation and change programmes.	<b>E</b>	
Proven leadership ability, with evidence of developing a multi - disciplinary team approach, managing staff, inspiring confidence, encouraging, motivating, and influencing others.	<p>Able to demonstrate effective leadership and creating an effective “one-team” approach within service area.</p> <p>Ability to provide clarity of leadership purpose to motivate teams across the service towards a common goal and align service priorities and planning towards critical delivery activities, on time and to required outcomes.</p> <p>Able to foster an innovative mindset that drives an ambitious and inclusive way of working. Empower staff to see continuous learning as a positive that drives better solutions and outcomes and in the maintenance of professional competence and standards.</p>	<b>E</b>	
Proven ability to think innovatively and conceptually and deliver against this.	Evidence ability to think laterally and creatively and turn this into deliverable solutions.	<b>E</b>	
Evidence of enthusiasm, drive, commitment, and energy demonstrated in achieving goals.		<b>E</b>	
Resilient and positive in spite of setbacks.	Understanding of the need for resilience and ability to demonstrate examples in a relevant setting.	<b>E</b>	

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Demonstrates behaviours which model the Council's values.	<p>Ability to think laterally and develop creative and innovative solutions and possess a commercial and entrepreneurial disposition.</p> <p>Evidence of promoting an inclusive working environment and celebrating the diverse life experience that people bring.</p> <p>Evidence of ability to challenge unlawful discrimination, harassment and victimisation or having taken steps to prevent such situations arising.</p> <p>Evidence of leading and developing a positive health, safety, and wellbeing culture within a service area where all aspects of working practices are compliant with council policies and procedures and where staff are actively engaged in promoting a safe working environment.</p>	<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (If left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Educated to degree level or equivalent standard in relevant disciplines		<b>E</b>	
Post graduate qualification or able to demonstrate equivalent ability.	e.g. leadership and management or able to evidence equivalent and substantial experience.	<b>E</b>	
Relevant professional qualification in a relevant subject	relevant professional registration with demonstrable continuing professional development.		<b>D</b>
Accreditation as either a school improvement partner or registered inspector			<b>D</b>
<b>Other Requirements</b>			
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 yourself and the team.			
Able to travel to mainland meetings as required.			