

## JOB SUMMARY

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

### Job Purpose

- To improve educational outcomes for all children and young people, ensuring they have routes into adulthood and can be successful in their choices.
- To provide leadership and management oversight on all aspects of education improvement (early years, school improvement and post 16) within the Education, Inclusion and Access department of the Children's Services Directorate.
- To lead and manage statutory duties and functions associated with the local authority's responsibilities for the education of pre-school aged children, school age children, post 16 education and training, including, post 16 participation, the September Guarantee, and NEET support services.
- To manage and coordinate our traded offer to all educational settings, to raise standards across the Island.

### 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, Inclusion and Access department.

Lead on the delivery of the Council's school improvement strategy for schools on the Isle of Wight, including working with external partners to ensure 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.

Lead on the Island's educational strategy, ensuring the implementation of SEND strategies across all age groups and educational settings improve opportunities for all children and young people and that there is appropriate focus on underserved 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.

Lead the develop good working relationships with all educational providers, communicate effectively with all stakeholders (internal/external), members, and directors, to ensure appropriate mechanisms are in place for challenging underperformance, across all educational settings including academies / free schools.

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.

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

Support the Service Director in the development and implementation of the Isle of Wight Education Strategy and department/team service plans and in maintenance of effective service wide business continuity plans.

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

Provide expert professional advice and guidance to the Service Director, senior managers, councillors, and other key stakeholders on education, policy, and performance.

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<b>Knowledge, Skills, and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Expert knowledge of the service area, the authority and partnership organisations and understanding of the political agenda impacting on them.	<p><i>Demonstrable experience of successful senior leadership in a school to improve the outcomes achieved by children and young people ideally in a public sector setting.</i></p> <p><i>Substantial experience of working as a senior leader in a school or educational setting with a proven ability to design and deliver improvements in educational standards for children and young people.</i></p> <p><i>Expert knowledge of teaching with proven experience in the field. Demonstrable and robust understanding of school improvement techniques and approaches and of the challenges facing schools.</i></p>	<b>E</b>	
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><i>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.</i></p> <p><i>Experience with the relevant legislation and activities, including financial responsibilities.</i></p>	<b>E</b>	
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.	<i>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.</i>	<b>E</b>	
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><i>Demonstrable knowledge of the statutory functions of a school.</i></p> <p><i>Demonstrable history in securing improvement to underserved groups of children and young people and SEND.</i></p> <p><i>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.</i></p>	<b>E</b>	
Experience in developing policy, procedures and standards and contributing to strategic direction, in a changeable area of work.	<i>Proven ability to understand a public sector's governance arrangements including ensuring that policies and processes are aligned and to corporate priorities.</i>	<b>E</b>	
Substantial experience of representing the Council / organisation in a professional / legal capacity.	<i>Substantial experience of representing the council in demanding situations with stakeholders and partners.</i>	<b>E</b>	
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.	<p><i>Demonstrable experience in consulting with stakeholders to identify requirements.</i></p> <p><i>Proven ability to effectively communicate changes in policy, strategies and working practice both internally and to partner organisations/ stakeholders via all media channels.</i></p> <p><i>Substantial experience in managing difficult customers/ stakeholders or sensitive issues.</i></p>	<b>E</b>	

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Authority and credibility to build relationships and engage successfully with colleagues, partners, and customers at all levels in complex or politically sensitive situations.	<p><i>Ability to command credibility with partners and stakeholders and build trusting relationships that can demonstrate improved outcomes.</i></p> <p><i>Ability to understand and successfully navigate through sensitive situations.</i></p>	<b>E</b>	
Initiative, strategic, and political awareness demonstrated in innovative approach to problem solving and decision making.	<p><i>High level of political awareness and ability to use this to solve practical problems.</i></p>	<b>E</b>	
Excellent planning and organisational skills with experience of managing and delivering a service to organisational requirements.	<p><i>Experience of implementing practical project management approaches which secure successful delivery of agreed business outcomes.</i></p> <p><i>Ability to lead and motivate a team to fulfil the organisational and service requirements</i></p>	<b>E</b>	
Good ICT skills including use of Microsoft applications and specialist systems.		<b>E</b>	
<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b>	<b>Essential</b>	<b>Desirable</b>
Educated to degree standard or equivalent.	<i>Degree level qualification in a relevant subject or equivalent experience</i>	<b>E</b>	
Relevant professional /vocational qualification.	<i>Qualified Teacher Status Relevant professional registration with demonstrable continuing professional development.</i>	<b>E</b>	
Post graduate qualification may be required.			<b>E</b>
<b>Other Requirements</b>			
<i>May be required to work out of normal working hours for call out, member committees and emergencies, as and when required</i>			
<i>Maintain professional knowledge and expertise in own field, ensuring that continuous professional development is undertaken for self and the team</i>			
<i>Able to travel to mainland meetings as required</i>			
<i>Enhanced DBS with children's barred list</i>			