

POST TITLE	HEAD OF EDUCATION
DIRECTORATE	CHILDREN, EDUCATION AND COMMUNITIES
SERVICE	EDUCATION
RESPONSIBLE TO	SERVICE DIRECTOR OF EDUCATION AND SKILLS AND CHIEF EDUCATION OFFICER
NUMBER OF POST HOLDERS	4
ACTING UP/SECONDMENT	YES

PURPOSE OF JOB

To be primarily responsible for the performance, efficiency and development of one of four functions within the Education Service and across the team and department, as required.

Note: areas of responsibility may change and there is a significant likelihood that a head of Education will be asked to take on responsibility (at least temporarily – and on an ongoing basis) for more than one of the following functions:

- Early Years, Families & Wellbeing
- Broad General Education (5-15) & Quality Improvement
- Senior Phase, 16+ and the Curriculum
- Inclusion

THE WHAT - MAJOR TASKS/JOB ACTIVITIES

- Manage a team of senior professionals and a dedicated budget to continually improve the quality of provision across Early Years Centres and Schools
- Responsible for the effective delivery of excellent public services to our customers, including improving outcomes to those in need of essential quality of life services across with localities and directorates
- Lead or contribute professional and managerial expertise to the development of initiatives, strategic plans and policy development within own area of expertise and across the team and department, as required.
- Manage and monitor the performance of external consultants and contractors.
- Effectively lead and develop team-working within own area of expertise and across the wider environment in which the post-holder operates.
- Deputise for other service managers, or represent the Director and/or the Council as required.
- Work closely with Chief Officers, Elected Members, senior officers and external agencies to represent the Council's interests.
- Take personal responsibility for the development of sustainable strategic plans, service delivery and development
 - To initiate, develop and manage the implementation of major innovative projects.
 - Secure funding packages and ensure delivery to budget and within timescale.
- Responsible for the preparation and content of reports, strategic plans, other documents, briefings, presentations and FOIs for Council meetings, external agencies, senior officers, including the Council Management Team and the relevant committees as well as business and stakeholder groups.
- Ensure and demonstrate the services under their control provides best value.
- Set standards, policies and procedures which ensure compliance with statutory responsibilities, national legislation, standing orders, delegated authority, Council policies, aims and objectives.

- Lead on identifying and establishing effective management arrangements for key risks within the service, compliant with the Council's risk management policy and framework.
- Identify opportunities for continual improvement and demonstrate effective management of change within a complex internal and external environment particularly during a time of restructure.
- Present expert evidence and opinion at Public Enquiries, hearings and court proceedings etc.
- Support the Council's democratic process, including scrutiny, local development committees, meetings of the Council and Elected Members.

THE HOW - KNOWLEDGE AND SKILLS (E.G. CREATIVITY & INNOVATION, CONTACTS & RELATIONSHIPS, DECISION MAKING)

- The post will require extensive knowledge and skills in a range of unrelated professional disciplines to the extent that they can manage a major service area involving the delivery of specialist services requiring these disciplines.
- This will mean the post holder is qualified to degree or postgraduate level with a teaching qualification, and will have an additional management qualification or extensive management experience.
- The post will develop and implement proposals relating to the policy, procedures and strategic development of a major service area covering a range of diverse services and professional disciplines
- This will involve developing totally new approaches and key policy initiatives in a wide range of subject areas impacting across the council and the city
- Contacts will relate to the development and delivery of a major council service area and as such will have a wide-ranging impact on budgets, merging services etc.
- The post will represent the Council on a range of external bodies and will have the authority to commit the Council to a course of action with major implications, eg outsourcing services.
- The post will also provide expert advice and guidance to the highest level of the council.
- The post will make strategic decisions on the future development of a major service area covering the entire council and the city.
- The post will have the final decision on all advice, recommendations and proposals presented to Chief Officials, Elected Members and committees relating to policy, service practice and provision for a range of major services across the council and the City.
- Decisions will have a major impact across a range of major services covering the whole council.

ENVIRONMENT (WORK DEMANDS, PHYSICAL DEMANDS, WORKING CONDITIONS, WORK CONTEXT)

- The post holder will strategically manage a major service area interpreting the changing local and national factors impacting on the service.
- Operational matters requiring an immediate response will normally be dealt with by the operational and service managers reporting to this post.
- Although the post may be exposed to some physical demands these will be predominantly within the range of normal office-based activities.
- Although the post may be exposed to some adverse working conditions these will be predominantly within the range of normal office-based activities
- Although the post will have some requirement to take care in relation to the working environment, work activities and dealing with people this will not be more than the normal required of a council employee.

SUPERVISION AND MANAGEMENT OF PEOPLE (NUMBERS AND TYPE OF STAFF)

- The post will be responsible for the planning, co-ordination and management of a major service area and as such will have a number of service managers reporting directly to them

- The service managers will in turn be responsible for delivering a major service
- There will be more than 200 staff in total across all services managed by each post holder and these will cover a range of different professions.

RESOURCES

Each post will be the budget holder for a non-staffing budget of between £3million and £10 million

HEALTH AND SAFETY (DO NOT ALTER THE WORDING OF THIS SECTION)

Protecting the health and safety and welfare of our employees, and our third parties including members of the public, contractors, service users and pupils, is the starting point for a forward-thinking Council.

All employees are responsible for:

- Taking care of their own health and safety and welfare, and that of others who may be affected by their actions or omissions;
- Co-operating with management and following instructions, safe systems and procedures;
- Reporting any hazards, damage or defects immediately to their line manager; and
- Reporting any personal injury and work related ill health, and accident or incident (including 'near misses') immediately to their line manager, and assist with any subsequent investigation, including co-operating fully with the provision of witness statements and any other evidence that may be required.

Line managers have additional responsibilities for ensuring all health and safety risks under their management are identified, assessed and controlled, with specialist input from H&S Advisers and others including Occupational Health where required. Where the risks cannot be adequately controlled the activity should not proceed.

Additional information can be found in the [Council Health and Safety Policy](#).