

# Recruitment person specification

**Post being recruited for: Head of Education (Secondary Schools and Curriculum)**

## Our Behaviours

### These apply to all posts

**Respect** – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

**Integrity** – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

**Flexibility** – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

### Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

# Person specification

| Category   | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Desirable (not every post needs desirable requirements)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| Experience | <p>Leadership</p> <p><b>Leading and managing large teams within an organisation of comparable scope, size and complexity.</b></p> <p>Providing strong leadership to create a high-performance culture and a clear sense of purpose</p> <p>Leading and managing projects and staff teams in a political environment.</p> <p>Leading change including formal organisational reviews.</p> <p><b>Strategy &amp; Change Management</b></p> <p>Setting the direction for relevant or equivalent service based on the principles of governance, risk management, probity, statutory requirement and best value.</p> <p>Developing and driving strategy and policy to deliver sustainable and successful outcomes for children and families.</p> <p>Experience of successfully leading transformation of services to deliver best value and the efficient use of resources.</p> <p><b>Partnership and Engagement</b></p> <p>Successful partnership working and networking with key stakeholders, e.g., voluntary sector, citizens and communities, business communities, government and other public agencies.</p> <p>Experience of leading employee and stakeholder engagement.</p> <p><b>Financial</b></p> <p>Business and commercial acumen to support strategic delivery of professional and support services, including the ability to interpret and understand complex financial and budgetary information.</p> <p>Ability to manage large budgets and ensure compliance with financial regulations.</p> | <p>Experience of leading self and others to improve outcomes for children</p> <p>Experience of ability to deliver operational efficiencies within agreed timelines</p> <p>Clear understanding of education reform and steps required to implement change within a complex environment</p> <p>Experience of successful implementation of projects to improve skills for learning, life and work</p> <p>Experience of partnership working with inter-dependent teams such as additional support for learning and employability</p> <p>Experience of working closely with parents and carers, and using their views to shape service</p> <p><i>or example, managing 20 staff or more.</i></p> |

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| <b>Knowledge, skills and understanding</b> | <p>Knowledge of major legislative and other issues facing local government with a particular focus on achieving effective delivery of services at a time of significant change and financial challenges.</p> <p>High level of specialist knowledge in relation to legislative requirements in delivery of provision 5-18 including terms and conditions of teaching and support workers</p> <p>Experience of reviewing new statute, implementation and monitoring service developments to ensure compliance with statutory and regulatory requirements.<i>For example, Project Management</i></p>                                                                                                                                                                                                                                                                | <p>Ability to manage teams of senior officers, including headteachers, providing clear support and challenge to raise attainment and improve outcomes for children</p>     |
| <b>Qualifications and training</b>         | <p>Relevant degree or professional qualification</p> <p>A recognised management qualification or extensive management experience.</p> <p>Demonstrable commitment to continuing professional development, taking on roles of increasing scale, complexity and importance.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>Registration with General Teaching Council for Scotland</p> <p>Membership of ADES networks</p> <p>Membership of national bodies</p>                                     |
| <b>Job specific requirements</b>           | <p>Ability to understand and respond effectively to the complex and changing legal, policy and delivery environment and provide professional advice and leadership on all areas of Education.</p> <p>Ability to deputise for the Service Director.</p> <p>Capability to oversee complex range of dispersed services</p> <p>Ability to make complex judgements and provide advice regarding the education of children and young people within a variety of contexts, pressures, and limitations.</p> <p>Hold knowledge and skills to support successful delivery of Inclusion and Getting it Right for Every Child within designated services</p> <p>Ability to lead implementation and delivery of statutory duties, and consistent with national and local standards.</p> <p>Ability to oversee service performance to deliver consistency and improvement.</p> | <p>Ability to work at pace, in close collaboration with colleagues, offering support and challenge with intellectual rigour.</p> <p>Keen interest in learning for life</p> |