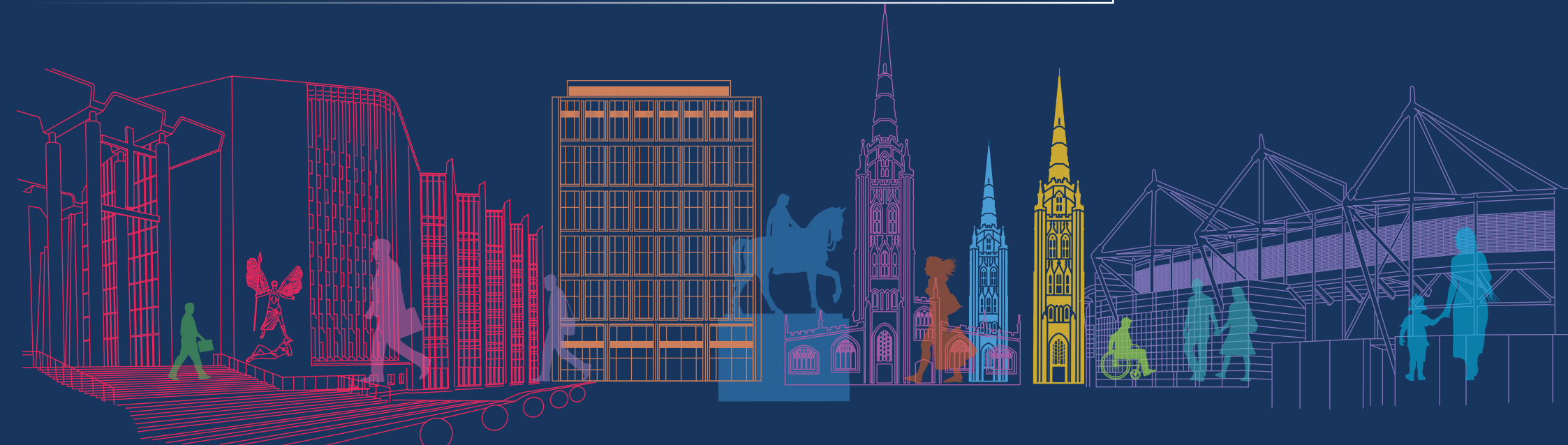


Coventry City Council

Director of Children's and Education Services

Application Pack







Introduction to Coventry City Council

Coventry, the City Council and its Children’s Services are changing and celebrating massive improvements.

In recent years we have taken great strides, and we haven’t stopped yet.

We have been the UK City of Culture, a host city for the Commonwealth Games, and a venue for major events such as Radio 1’s Big Weekend and the MOBOS.

We have transformed our city centre, with more major change on the way, and as the home of the UK’s motor industry we are at the forefront of new autonomous, green and electronic technology.

At the same time, the Council has embraced flexible and agile working, we have adopted new technologies to support colleagues and residents, and we are champions of diversity and equality as we build an organisation that truly represents the amazing youthful, multicultural city it serves.

We are working with our many varied communities to create a new vision for Coventry, working with our partners, organisations, charities and residents to develop our One Coventry Plan and find new ways to deliver services when and how people need them.

That partnership working and desire to change and innovate has seen major improvements and successes in our Children’s Services.

Recently, we received a rating of ‘good’ following an Ofsted inspection. That was the result of a five-year journey of change after a previous inspection revealed we ‘required improvement’.

The inspection found we had improved in all areas. It was a major achievement, but just the next step on that journey of change.

And that has not been our only success, as our Youth Justice Service was last year awarded an ‘outstanding’ grade by HMI Probation. The team’s work was described as “committed and passionate”, with the dedication to children ‘clear to see’.

Our work with care leavers also made headlines last year, when Channel 4 was given unprecedented access to film the stories of teenagers and their families in the care system – and those who support them.





The series won widespread acclaim and we are so proud of the way our colleagues and the young people and families we help were able to show the hard work and care that takes place here every day.

In recent months, we have also launched our Child Friendly Cov campaign to make Coventry a city where children and young people are valued, supported, and enjoy themselves.

We have come a long way in a short time, and now we want to go even further. We want to be 'outstanding' in all areas of our work and be an innovative, inspiring role model for other authorities.

We want to work with our partners and residents to make Coventry an even better city – a place where every child has the chance to succeed, where nobody

gets left behind, and where everybody has a voice, and that voice is heard.

We are proud of our recent achievements, but there is much more work to do.

That is why we're looking for the right person to help lead our teams and to make our city an even better place for its children and young people – a city where each child knows they are safe, valued and respected.

Cllr George Duggins

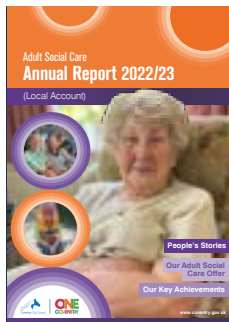
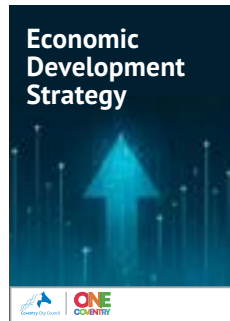
LEADER, COVENTRY CITY COUNCIL

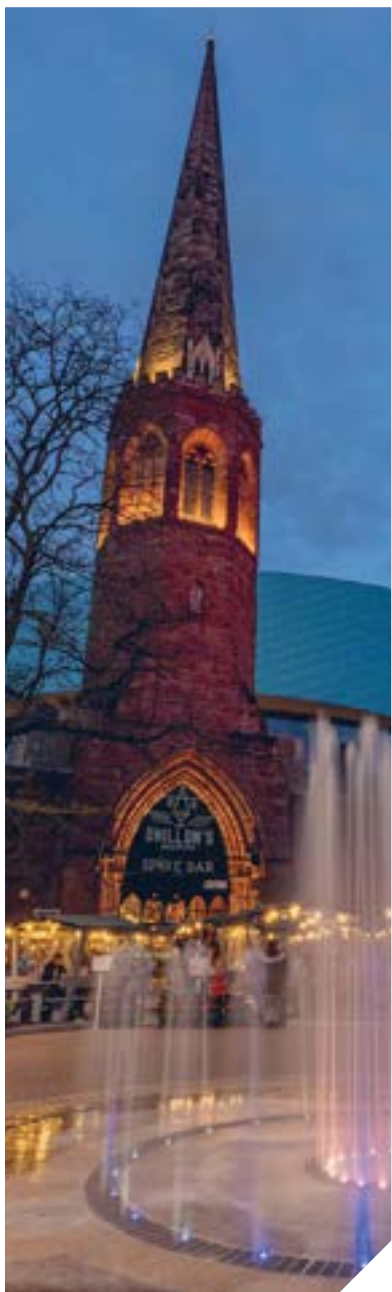
Dr Julie Nugent

CHIEF EXECUTIVE, COVENTRY CITY COUNCIL

Our key strategies and reports:

- [Ofsted report for Children's Services](#)
- [An inspection of youth offending services in Coventry](#)
- [Ofsted report for Adult Education Service](#)
- [Ofsted report for SEND](#)
- [Children's Services Workforce Development Strategy](#)
- [Skills Strategy](#)
- [One Coventry Plan](#)
- [Economic Development Strategy](#)
- [Climate change pathway](#)
- [Adult Social Care annual report](#)
- [Workforce Diversity and Inclusion](#)
- [Director of Public Health's annual report](#)
- [Budget 2024-2025](#)





I Working for Coventry City Council

Coventry has a proud, innovative, and creative spirit that throughout its history has seen communities come together to tackle problems and bring about real social change.

We are cutting-edge, challenging, youthful, vibrant, and diverse.

At Coventry we are committed to excellence in everything we do. With around 5,000 staff from a range of different backgrounds, our aim is to recruit and develop talented people who will focus on our customers, take responsibility, work together and find better ways of doing things.

As a council we have a wide range of vacancies to offer across a variety of fields. We hope that you will find something that matches what you're looking for and are excited to be part of the team here at Coventry City Council. We believe this isn't just about coming to do a job – it's a chance to bring your own ideas, be listened to and shape the services we provide.

We strongly believe in properly rewarding the hard work and commitment we get from our employees. We offer great benefits to make sure you have every opportunity to enjoy a proper work / life balance. As a council we offer a range of benefits depending on your role.

Based in the heart of the city, we have so much to offer our dedicated staff, with excellent commuting links, generous annual leave, pay progression, flexible working and much more.



| Making a difference

We do what we do for the people of Coventry. It's all about making sure that they have access to great services to give them the best possible quality of life. No matter what your job is, you'll have the opportunity to have a direct impact on the lives of Coventry's residents and the city itself.

Our staff are at the heart of being able to deliver the One Coventry Plan: we need to transform the way we do things and work in new and different ways to achieve this. We don't just want people to fit into a Coventry job - we need people who share our One Coventry Values. We recruit for attitude and develop for skills.

To deliver the best services to our residents, we need the best people working for us to make a difference to our communities. Coventry is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment.

Our values:

Our 'One Coventry Values' have been co-created with the support and input of all employees across the Council, so they are reflective of how we want to be represented both as colleagues and to the wider community.

We want to ensure there is clarity of purpose through the Council's vision of our One Coventry Values and Behaviours; putting diversity and inclusion at the heart of everything we do. Moving forward the values will become an integral part of our: Reward Strategy, Appraisals, Recruitment, Attraction and Onboarding, Recognition and Development and Employee Engagement.

Our values define us as an organisation and influence everything we do and how we treat each other. We recognise the crucial role each and every one of us plays in helping to achieve our goals. We want Coventry City Council to be an inclusive workplace where people know they are valued and feel empowered in their roles to achieve excellence for our customers and communities.

To achieve this, we have committed to the following six values:





About Coventry City Council

Who we are:

At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple:

To increase the economic prosperity of the city and region, improve outcomes and tackle inequalities within our communities, and tackle the causes and consequences of climate change.

Our Values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Description

Director level job expectations

As a senior leader you are accountable for the achievement of corporate priorities and outcomes within agreed resource and timeframes. Your role contributes to leading the organisation, including specific accountability for identified services, ensuring a responsive, resident focused approach but working together through our systems and processes.

You will support and advise the council on strategic and significant operational matters.

With colleagues, you will ensure that services and activities across the council and with partners are closely integrated to achieve better outcomes and improve our residents' experience of public services, reaching outside of the council to ensure strong partnership working and integrated working. You will deliver agreed corporate and service objectives and outcomes through effective performance, risk, and financial management, including all legal and statutory duties.

Organisational Responsibilities

All Directors have an explicit responsibility to work as part of a team to deliver, collectively, the agenda of One Coventry. These are fundamental elements of their role not an addition and are summarised as follows.

- Seek to improve the lives of all residents by delivering a One Coventry Approach.
- To be financially responsible and accountable.
- Understand, communicate, and contribute to the delivery of strategic aims of the One Coventry Plan.
- Work across the organisation to show effective and visible leadership to overcome silos, effective use of resources and increase performance.
- Meet statutory obligations and promote and ensure compliance with policies and procedures including the financial regulations and standing orders.
- Development of creative solutions keeping the resident at the centre of our work.
- Being inclusive in approach and activity, living the values.
- Be flexible and adaptable in approach, working to deliver the best possible outcomes.
- Advise elected Members and support the democratic process.

- Proactively and continuously seek to improve service delivery.
- Creating and endorsing a culture that nurtures and develops our people and their talent.
- Act as corporate parent to the Council's Looked After Children, taking an active role in promoting and ensuring safeguarding responsibilities are met.

The post holder is required to observe and fulfil the seven principles of public life (also known as the Nolan Principles).

- Selflessness Holders of public office should act solely in terms of the public interest.
- Integrity Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- Objectivity Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

- Accountability Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- Openness Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- Honesty Holders of public office should be truthful.
- Leadership Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Key Accountabilities

Core Knowledge

- 1** This is a key member of the Strategic Leadership Team, helping to develop and implement strategy and to resource and deliver the authority's strategic objectives sustainably and in the interest of the people of Coventry.
- 2** Translate the Council's strategic vision, values, and priorities into clear practical objectives to secure good financial management across the City Council.
- 3** To be actively involved in and able to bring influence to bear on all material business decisions to ensure immediate and longer-term implications, opportunities and risks are fully considered.
- 4** Develop and continuously improve the services to all stakeholders. Ensure effective and wide-ranging consultation in shaping improvement plans and enable internal customers and the people of Coventry to receive quality services in a co-ordinated way.
- 5** Extend and develop partnership working with other organisations, agencies, and customers to ensure the development, continuous improvement, and review of services.
- 6** Ensure that robust performance management systems are developed and maintained to drive measurable and sustainable improvements in service delivery.
- 7** To lead a culture of inclusivity that promotes equality within teams, the delivery of non-discriminatory services and the inclusion of disadvantaged groups.
- 8** Develop and encourage innovation and creativity in the design and delivery of the service. Identify and exploit potential for improvements in the services by rigorous challenge of existing services and robust analysis of alternatives.
- 9** Responsible for the efficient and effective use of financial resources, demonstrating sound financial management and financial strategic long-term planning to ensure cost effectiveness and value for money in the delivery of services.

Specialist Knowledge

General

- 1** To be the Council's statutory designated director for Children's Services in accordance with the Children's Act 2004 and statutory guidance and school place planning, educational standards, and improvements.
- 2** Lead the development of an innovative and integrated approach to the delivery of a children's services directorate model that underpins the council's ambitions and corporate priorities.
- 3** Afford strategic leadership and management of a service portfolio that includes children, young people safeguarding, social care and education; ensuring that teams are empowered to be innovative and creative; risk aware; highly motivated and aligned to the delivery of key corporate priorities and which underpins a one council approach.
- 4** Actively develop, promote, and sustain partnership working with key community partners, 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.
- 5** Foster a continued culture of clear aspiration, innovation, collaboration and continuous improvement in educational practices and standards including overseeing the Council's plans and strategies to raise educational standards and improve educational outcomes in schools, with clear oversight of school place planning.
- 6** To provide the vision and creativity to progress the service from good to an outstanding rated service within budget through effective leadership including the design and delivery of the council's plans and strategies for children and young people.

Operational

- 1** To lead and deliver great corporate parenting for children and young people in our care.
 - 2** Lead and develop multi-agency strategic partnerships, with a city-wide focus on prevention and early intervention across children's services, through building and maintaining progressive delivery partnerships to keep children safe.
 - 3** Ensuring coherent planning and safeguarding between all agencies providing services for children, including those in the youth justice system as well as in and leaving custody.
 - 4** Ensure that the Council's planning for school places and programmes for capital investment in schools are designed to achieve the best outcomes for learners within the resources available.
 - 5** Working closely with schools, teachers, governing bodies, and other stakeholders to ensure the effective delivery the Council's plans for learning, raising of educational standards, school place planning and skills.
 - 6** Ensure that there are appropriate metrics in place to measure contract performance and service delivery and progress towards strategic goals.
- 7** Take overall responsibility for the directorate's risk and reputation management by ensuring it operates in an open, respectful, accountable, and democratic manner, while challenging traditional thinking and identifying risk aware innovative solutions that enhance the potential for improvement.
 - 8** Ensure the chief executive and elected members are kept apprised of critical matters that may affect the delivery of service strategy, directing remedial action to respond accordingly.
 - 9** Contribute proactively at the national level to shape and influence the direction of strategies for education and children's safeguarding and social care. Promote best practice and learn from others.
 - 10** Lead and manage effective relationships between elected members, political groups, officers, public and media in all aspects of directorate portfolio.
 - 11** Manage the resources and budgets of the directorate 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.
 - 12** Build a strong relationship with the Cabinet Member for Children's Services that enables him / her to fulfil their political leadership.

- 13** Provide clear leadership to the children's services workforce that enables their development and provides a framework within which first class performance is the norm and innovation is a fundamental part of the culture.
- 14** Actively support and advocate the voice of children, young people, and families to be at the heart of decision-making.
- 15** To hold the statutory responsibilities for the performance of Coventry City Council's functions relating to the education and social care of children and young people as defined by the Department for Children, Schools and Families.
- 16** Address poorly performing schools, using intervention powers when required in relation to maintained schools or considering alternative structural and operational solutions as appropriate, alongside a robust school improvement strategy.
- 17** When and where required undertake appropriate action in line with legislation in relation to the staffing and governance of maintained schools to enable the school to operate safely.
- 18** Undertake horizon scanning to ensure that the council does not miss any opportunities that present, responding to any obstacles that may hinder a response to them.

I Key relationships

External:	Internal:
Health, Police, Education, Charities, Third Sector, Communities and Faith Groups, Regional and Central Government, Ofsted, CQC, NHSI/E, MPs, media	CEO, Senior Colleagues, Members, Headteachers, Managers, Employees, Trade Unions

Standard information

- Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.
- To ensure emergency planning and business contingency arrangements are in place and to be part of the emergency planning senior management response.
- Effective use of evidence and research in decision-making.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Participate in the GOLD rota as directed by the Chief Executive to ensure emergency planning and business contingency arrangements are in place throughout the Council.
- Ensure that evidence-based approaches are adopted across the service underpinned by strong data and metrics.
- Work outside of normal office hours, including attendance at evening meetings or committees, for which no additional payment will be given.
- This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this

post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

- This post is also politically restricted in line with Local Government Officers (Political Restrictions) Regulations 1990.

Smoke-Free

The City Council is Smoke-free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

I Person specification

Experience

- Significant public sector, senior management experience in the successful provision of children's social care and/or education services within a multi-racial urban community.
- Demonstrable experience of developing and effectively delivering an organisation's vision, values and strategic objectives within a political and complex environment.
- Extensive experience and delivery of strategic planning and service delivery, including statutory obligations within local or central government or private sector, with demonstrable and proven record of achievement in same.
- Demonstrable experience of successful partnership working with schools and education providers.
- Experience of leading preparation for statutory inspection processes (Ofsted/CQC)
- Significant experience of working in partnership to develop and introduce key strategic relationships.

Skills and abilities

- Proven ability to manage a wide variety of activities across a range of professional areas of expertise and oversee their measurable achievement of the organisational strategic goals.
- Authority and credibility to work effectively in a political environment and establish positive relationships with Members.
- Being fiscally aware and able to manage complex and budgets to meet need in a challenging climate; whilst achieving value for money.
- Proven track record of promoting, leading and managing change and of harnessing the strengths and talents of employees at all levels in a large organisation.
- Ability to demonstrate a clear vision of the future for Local Authority children, schools and families services and the challenges facing those services in the short and medium-term.
- Highly effective negotiating and influencing skills with the ability to inspire confidence and establish effective relationships and partnerships across the public, private, voluntary and community sectors.
- Proven ability to represent the Council in a variety of settings.

- Extensive knowledge of the issues facing local government in the delivery of its Children's Services statutory duties in order to underpin the development of strategy and policy direction.
- Possess political astuteness and the ability to establish professional credibility for working effectively in a political environment and in developing and maintaining positive working relationships with elected members.
- Able to translate vision and policy into practical action.
- Demonstrate credibility in a senior leadership position working collaboratively to lead and embed a performance management culture which delivers high quality outcomes.
- Proven track record of success in a front-line service delivery environment.
- Effective risk management skills.

Knowledge

- Qualified to master level (or possess equivalent experience) in either social work or education with evidence of up-to-date continuing professional development.
- Membership of an appropriate professional body.
- Actively demonstrate behaviours which model the Council's values.
- Evidence-based commitment to diversity and inclusion and ability to influence policy and decision-making.





Living in Coventry

Coventry is a lively, multicultural city, which embraces old and new.

Around the modern city centre there are traces of history everywhere – in the old city walls, the timber-framed buildings and the reconstructed medieval Spon Street. But Coventry has always had an eye on the future and is now firmly focused on regenerating and re-inventing itself to meet the challenges of the 21st Century. With major developments and new projects taking place right across the city, Coventry is the place to be!

A former UK City of Culture and a host city of the Commonwealth Games, Coventry is currently ranked third for liveability in England, with a score of 94 out of 100 (livingcost.org) and statistically is the safest city in the West Midlands. The city is ranked as the second best connected city in the UK regarding internet connectivity to properties.

All of this offers a unique, once-in-a-lifetime opportunity to those joining us to play their part in it.

- Coventry is one of the fastest growing cities in the country with a population of 345,300 according to the 2021 census.
- Its population has grown by 8.9% in the last 10 years, compared to 6.2% for the West Midlands and the national average of 6.6%.



- Coventry's increase is the 4th highest out of the 36 England metropolitan areas.
- It is the 9th largest metropolitan district in England, up from 11th in 2011.
- Coventry is a diverse and cohesive city with a median age of 35 years compared to the UK average of 40 years.
- In 2021, 26% of the city's population are children and young people aged under 20, 60% are aged 20-64, and the remaining 14% are aged 65 and over.
- The significant student population in Coventry has contributed to 9.15% of population being aged 20-24 – the 4th highest in England Metropolitan areas and higher than the national average of 6.04%.
- Over the past decade, the city has become increasingly ethnically diverse, with just under half of its school-aged population from an ethnic minority background.
- The percentage of Coventry neighbourhoods that are amongst the 10% most deprived in England reduced from 18.5% to 14.4% between 2015 and 2019.
- The latest available data suggests that 23% of Coventry children aged 0-15 live in relative low-income families compared to 19% nationally.

For more information, visit the **Facts about Coventry website**





Your reward package

No one knows what's right for you, better than you, and therefore we offer a number of benefits that you can opt into so that you can have benefits that are important to you.

We strongly believe in valuing and rewarding the hard work, commitment and brilliant job you do which goes beyond more than just the salary you receive for a job well done. Therefore, we are pleased to offer you a range of employee benefits from our health and wellbeing partner Vivup, which are designed to improve your physical, financial and mental health wellbeing.

my Finances

- my CASH**
 - + Competitive salary
 - + Pay progression through multiple increments
 - + Additional role-related allowances
- my DISCOUNTS**
 - + Privilege card discounts
 - + Lifestyle Savings
- my way**
 - + Cycle to work
 - + Bike shop
 - + Car scheme
 - + Home electronics
 - + Workplace parking scheme
 - + Interest free travel loans
 - + Payroll giving scheme
 - + Professional subscriptions
 - + Clockwise Credit Union

my Lifestyle

- my TIME**
 - + Generous annual leave allowance (30 days +)
 - + Annual leave purchase scheme
 - + Flexible working arrangements supporting work-life balance
 - + Parental leave
- my VOICE**
 - + Employee Networks - Embrace, Pride, Disabled, Young, Women
 - + Recognised Trade Unions and active membership
 - + Engagement surveys and 'Let's Talk' sessions
- my HEALTH AND WELL-BEING**
 - + Award-winning occupational health team
 - + Counselling service
 - + Employee Assistance Programme

my Future

- my AWARDS**
 - + Long service awards
- my OPPORTUNITIES**
 - + Learning and development certified courses
 - + Advantage Voluntary Health Plan
 - + Pre-retirement courses
- my SAVINGS**
 - + Generous local government pension scheme
 - + Additional Voluntary Pension Contribution

#myRewards



The selection process:

How to apply

All applications will be received via our Applicant Tracking System TribePad, when you click 'apply' you will be rerouted to the system whereby you will need to create a short profile to begin your application.

All applicants will be required to create a profile outlining their experience and a supporting statement outlining their suitability for the post based on the Person Specification.

All applications will be scored based on the suitability to the person specification using the same points scoring system. If you would like to learn more about this opportunity or confidentially discuss any aspect of the role, please feel free to contact:

Dawn Faulkner

Email: dfaulkner@faerfield.co.uk

Phone: 0121 312 3755

Sarah Longbottom

Email: slongbottom@faerfield.co.uk

Phone: 0121 312 3755

Closing date

The post will close at midnight on **Thursday 15 February 2024.**

No further applications will be accepted after this time.



Guaranteed Interview Scheme

Coventry City Council is committed to the employment and career development of disabled people and will guarantee to interview anyone with a disability whose application meets the minimum criteria for the post.

Selection process

If you are successfully shortlisted for this position, you will be invited to an interview process starting the week commencing 26 February with final interviews taking place on 14 and 15 March.

Interviews are scheduled to be conducted face-to-face.

Diversity and inclusion

Coventry City Council is committed to a policy of inclusivity for all staff. We will not discriminate on grounds of gender, gender identity, race, disability, sexual orientation, religion or belief, age, those with caring responsibilities, part time workers or any other factor irrelevant to a person's work.

We encourage a diverse workforce and aim to provide a working environment where all staff at all levels are valued and respected, and where discrimination, bullying, promotion of negative stereotyping and harassment are not tolerated.

Assessment for recruitment, selection, appraisal, training and career progression purposes is based both on the individual's ability and suitability for the work. We are committed to providing all staff with opportunities to maximise their skills and achieve their potential, offering flexible working arrangements wherever possible.

As Local Authorities have statutory duties placed on them that require them to promote equality of opportunity and eliminate unlawful discrimination. We expect all staff to assist the department in meeting these obligations. All staff should have due regard for the need to promote good relations between individuals from different groups and work towards achieving equality of opportunity for all.