

Job Description and Person Specification



Job Description

Job Title	Director of Children’s and Education Services		
Grade	D2		
Supported Services	Childrens Social Care, Education, SEND		
Reports to	Chief Executive		
Resources	Headcount 908 employees	Post Number	

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 be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

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.

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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

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.

Translate the Council's strategic vision, values, and priorities into clear practical objectives to secure good financial management across the City Council.

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.

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.

Extend and develop partnership working with other organisations, agencies, and customers to ensure the development, continuous improvement, and review of services.

Ensure that robust performance management systems are developed and maintained to drive measurable and sustainable improvements in service delivery.

To lead a culture of inclusivity that promotes equality within teams, the delivery of non-discriminatory services and the inclusion of disadvantaged groups.

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.

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.

Key relationships

External; Health, Police, Education, Charities, Third Sector, Communities and Faith Groups, Regional and Central Government, Ofsted, CQC, NHSI/E, MP's, media

Internal; 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.

Person specification

Job Number	JE Number	
Experience		Essential
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		Essential
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	Essential
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	