

**Job Description**

<b>Job title:</b> Head of Access to Education	<b>Service Area:</b> Children, Young People & Education	
<b>Division:</b> <b>Education</b>	<b>Post Number</b> From Oracle	<b>Evaluation Number</b>
<b>Grade:</b> XXX	<b>Date issued:</b> January 2021 (consultation draft)	

**Croydon Council's priorities**

We will live within our means, balance the books and provide value for money for our residents.

We will focus on tackling ingrained inequality and poverty in the borough. We will follow the evidence to tackle the underlying causes of inequality and hardship, like structural racism, environmental injustice and economic injustice.

We will focus on providing the best quality core service we can afford. First and foremost, providing social care services that keep our most vulnerable residents safe and healthy and keep our streets clean and safe.

To ensure we get full benefit from every pound we spend, other services will only be provided where they can be shown to have a direct benefit in keeping people safe and reducing demand.

**Croydon Council's new ways of working**

We will practise sound financial management, being honest about what we've spent and what we can afford.

We will focus on what we, uniquely, can do as the local authority as the democratically elected leaders of our borough. This means we will focus on our core services, and a small number of evidence-based outcomes that deliver our priorities. But we will also continue to use our democratic mandate to convene our partners around a common purpose and to make a clear case for a better deal for Croydon.

We will aim to become a much more transparent, open and honest council.

We will involve residents in our decision making. But we will also need to be clear with residents about what we can do, and what we can't. When we have to say no, we will do so with compassion and take the time to explain our decisions.

**Job Purpose:**

As a member of the extended management team, the **Head of Access to Education** will work collaboratively across their department and with other Heads

of Service and directors to ensure the effective and efficient development and delivery of council services that, that support departmental and council objectives.

As required, the postholder will participate in corporate management activities that cross over service or departmental boundaries.

The **Head of Access Education** will ensure effective delivery of the Local Authority's statutory functions in relation to the championing of quality and standards in schools, to ensure delivery of the Local Authority's statutory responsibilities with regard to education, including statutory powers of intervention, ensuring that strategies applied appropriately reflect the political aspirations of the Local Authority.

Key Outcomes:

- The quality of school provision within the Borough, i.e. acting on Ofsted judgements
- Standards for Key Stage 1, Key Stage 2, GCSE and A-level examinations
- Education of Children Looked After
- The safeguarding and well-being of children and young people in all educational settings in the Borough

Champion the voice of the child through effective organisation of the Youth Council, Youth Parliament and Children in Care Council in order to ensure the Council is responding appropriately to young people's aspirations and concerns.

**Reports to:** Director of Education

**Responsibility for:** School standards, statutory intervention in schools causing concern, Virtual School for Children Looked After, Croydon Music and Arts, Food Flagship Borough in conjunction with Public Health, SACRE, Education safeguarding, Healthy Schools, Children in Care Council, attendance and exclusions, Education SPOC

### ***Corporate Accountabilities (all Heads of Service)***

To take a "one Council" approach to deliver more effective outcomes and at all times avoid a siloed, single division or service area approach.

To actively seek out and learn from external good practice and bring those new ideas and ways of working into service development and delivery.

To contribute and lead as required as a project owner on the delivery and implementation of specific corporate projects as required .

To actively role model the council's priorities and ways of working and the council's leadership framework and values.

To lead, manage and develop staff teams and ensure compliance with the council's performance management system and all HR policies and procedures

Be accountable for associated budget and have affordable plans in place to deliver the annual budget and Medium Term Financial Plan.

Provide assurance that the services are compliant and performance monitoring is part of the corporate rhythm, and exceptions have robust action plans.

To operate within the governance, financial and legal frameworks of the Council at all times.

Ensure equalities is embedded into all aspects of professional and managerial roles, including service delivery and at all times carry out your duties with regard to the Council policy.

Ensure by robust management that the services and staff you are responsible for adhere to the Council's Health and Safety Policy and operate within the safety management frameworks.

To ensure the effective management of data and security of information received and used within the division, to comply with the relevant legislation such as GDPR and the Freedom of Information Act, recognising that the council wishes to operate in the most open and transparent way.

Participate in cross organisational risk management and emergency planning activities as required

#### **Service Accountabilities:**

- To ensure effective delivery of the Local Authority's statutory functions in relation to schools:
  - To ensure the efficient and effective delivery of statutory functions, including, where necessary, the issuing of statutory warning notices and applications for Interim Executive Boards and removal of school delegated budgets.
  - To act as contract monitor of commissioned services for school improvement, ensuring that the local authority appropriately influences the provision of these services and holds the contractor to account for provision of these services
- To ensure the provision of, and professional advice arising from the provision of, detailed standards information:
  - Quality assuring the information that comes from Traded educational services
  - Arranging Learning and Inclusion Board which provides accountability on school standards to the Lead Member
  - Reporting to Cabinet and Scrutiny on school standards
- To lead on reporting through local authority governance processes on: Standards KS1, 2 & 4, OFSTED inspections of schools, along with appropriate comparative analysis:
  - Organising peer reviews
  - Liaising with the senior management team of Traded educational services

- Managing the work of the Head Teacher of the Virtual School
  - Analysing data
  - Liaising with the performance data team
- Create and maintain a quality assurance process for monitoring all schools both through Traded educational services and separately from it:
  - Liaising with the data performance team
  - Developing a quality assurance system alongside and in conjunction with Traded educational services
  - Issue of statutory warning letters to schools where needed
  - Request Traded educational services to help set up Interim Executive Boards in schools causing concern
  - Challenge Traded educational services to innovate and deliver as effectively as possible
- Secure Local Authority responsibilities are delivered for the education of Children Looked After, safeguarding in schools and SACRE
  - Provide effective leadership and management of the Virtual School service for Children Looked After, safeguarding in schools – including reporting to the Local Safeguarding Children Board, and ensuring effective functioning of the Standing Advisory Committee for Religious Education
  - Work alongside the LADO and CSC QA to ensure appropriate support and guidance for strategy meetings related to allegations made against professionals working with children
  - Lead on safeguarding investigations referred by Ofsted to the Local Authority that fall outside the remit of the LADO, involving other officers as appropriate
- Oversee the Local Authority education function with regard to the Food Flagship Borough programme:
  - Line manager of the Health and Well-being officer and Schools Food Officer and maintaining oversight of the progress of the programme, especially engagement of schools
  - Liaising with colleagues from Public Health
  - Disseminating information to schools and ensuring effective feedback and reports to the Food Flagship programme team
  - Ensure the budget of the Food Flagship Borough is on target and is meeting milestones
- Work with all partners to ensure the Local Authority is prepared for any inspection of the School Improvement function
  - Maintaining an up to date self-evaluation document which clearly demonstrates the effectiveness of the arrangements for school improvement, including supporting evidence
  - Liaising with partners, including schools, academy chains, elected members and others to ensure their views on the effectiveness of the SI function is understood, shared and any concerns are acted on appropriately
- Ensure relationships and communications with schools are effective and that schools are aware of, and engaged with, the improvement agenda

- Contribute to the organisation of Head Teacher Breakfast Meetings in conjunction with CHTA
- Ensure all schools are aware of strengths and areas for development across the Local Authority and are also contributing to address areas for development
- Ensure the voice of children and young people is central to youth engagement in the Borough and has an impact on the Council's provision through:
  - Organising an effective Youth Council and elections to the Youth Parliament that is representative of all children and young people in the Borough
  - Involving children and young people in care through an effective Children in Care Council, engaging with Children's Social Care on progress, outcomes and recommendations

The list of duties in the role profile should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above role profile but please note that the Council reserves the right to update your role profile, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

### **Key Stakeholder Relationships:**

Internal: Chief Executive, CLT and Directors of all Council Departments, Senior Management peer group, LADO, Managers in all Council departments, Manager of the LSCB, the Council's economic function, elected members, Learning Access Team, 0-25 SEND service, data performance team, Admissions and estates, corporate and social care legal teams.

External: Traded educational services Partnership, DFE, EFA, RSC, Ofsted, schools and Academy chains, SWLSEP, Teaching Schools, HOSI, All London Boroughs, Mayor of London's office, GLA.

### **Political Restrictions:**

*This post is politically restricted and under the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 and the post holder may not have any active political role either in or outside the work. Will only apply to HOS whose duties also involve giving advice to committees, sub-committees or to the Executive or speak on behalf of the Council to journalists e.g Head of Scrutiny, Head of Communications, deputy monitoring and S151 officers*

### **Statutory Responsibilities:**

This post will support the Director of Education to discharge the Local Authority's statutory functions in relation to schools..

**Other Considerations:**

The post holder is required to represent the Director of Education when required.

Enhanced DBS required for this role

You may, from time to time, be required to work outside of regular office hours including weekends and evenings to attend meetings and community events.

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

**1.1 Selflessness**

Holders of public office should act solely in terms of the public interest.

**1.2 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 in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**1.3 Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**1.4 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.

**1.5 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.

**1.6 Honesty**

Holders of public office should be truthful.

**1.7 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.



## Person Specification

### Specific Minimum Qualifications and Expertise

#### Qualifications:

- A first degree and recognised teacher qualification
- Significant and relevant post qualification training
- Evidence of continuing professional development, leadership and personal

#### Experience:

- Significant experience in a school improvement role
- Proven track record of leading and managing school interventions successfully
- Experience of successful budget and project management
- Experience of working successfully in a multi-agency environment to improve outcomes for children and young people
- Thorough knowledge of the school improvement role
- Understanding of the Ofsted framework for inspection of schools and its relevance for raising standards, ideally as an Ofsted inspector
- Excellent knowledge and understanding of education across the primary and secondary phases and of related pedagogy, research and best practice
- Understanding of the Ofsted framework for the inspection of the arrangements for school improvement functions in the LA
- Proven ability to lead a strategic team at a similar level through customer services and leadership capability
- A successful track record and background of consistent achievement at senior management level in a local authority or large complex organisation.
- Experience of establishing and implementing business planning processes and performance management systems to ensure appropriate and cost effective service delivery.
- Demonstrable excellence in team management and service delivery in relation to the provision of customer orientated services that achieve successful outcomes.
- Experience of working in partnership with a wide range of internal and external stakeholders / bodies including statutory bodies and organisations

#### Knowledge and Skills:

- Knowledge of cross-phase assessment / examination arrangements and progress measures
- Able to represent the authority with credibility at meetings with the DfE, Ofsted, other national agencies, local authorities and at strategic partnerships
- Able to champion the values and objectives of the local authority and the purpose of education and learning as they relate to children and young people in Croydon
- Capable of managing LA school interventions as Lead Officer



- High level of communication skills to persuade and engage audiences and form positive relationships at all levels (internally and externally).
- Ability to work in a collaborative way to transform service delivery including the ability to manage internal departmental relationships
- Evidence of being a strong corporate player who will lead, motivate and inspire their teams and build a high performing culture.
- Ability to work effectively across a range of service disciplines and with a range of people.
- Expertise in data analytics and targeting work in relation to identified needs.
- Commitment to the Council's core value and objectives

### Corporate Values

Our values are the base of every job role within Croydon – our values are fundamental in everything we do as a Local Authority. You are required to demonstrate a commitment to our corporate values and this will be assessed using the criteria below:



**One Team:** To cross boundaries to work together towards shared goals with colleagues, partners and communities

- You are strategically innovative in your approach to building and maintaining partnerships and you and your teams act in a joint enterprise with them. You use your contacts and colleagues to bring teams together.

**Proud to Serve:** We strive to always do our best for the community, getting the most from limited resources and using taxpayers' money wisely

- You are proud to be part of the wider Croydon and the contribution you and your teams make to it. You make a difference to people's lives through engagement and you strive to get the best possible value for money for customers.

**Honest and Open:** We work hard to build trust by treating everyone with honesty and integrity

- You think through who needs to understand what during communication; and take care to communicate detail clearly. You take people's views into account continuously. You trust people, colleagues and staff, to do their best and deal with any issues positively.

**Taking Responsibility:** We encourage and support each other to take responsibility and show what we can do, learning together and recognising each other's contributions

- You are clear where formal accountability lies and where we can all take responsibility for results. You praise your colleagues for their efforts and ideas and thank them for their contributions.

**Valuing Diversity:** We make the most of the many perspectives that make Croydon distinctive

- You treat all staff and customers with equal value and respect. In everything you do, you make good use of the wide variety of background, skills and perspective your teams, the Council and the community demonstrate.

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