

	Job Title	Head of Setting and School Effectiveness
	Department	Children and Young People
	Section	Safeguarding, Partnerships and Strategy
	Grade	Soulbury 42 – 47
	Reports to	Operational Director
	Staffing Responsibility	6 direct reports
	Organisation	<i>Structure chart attached</i>

Job Purpose:

1. To play a full role as a member of the Children's Services Leadership Team, led by the Strategic Director CYP (Statutory Director of Children's Services).
2. To support an Operational Director in securing the continuous development, improvement, efficiency and success of the Department as a whole through effective leadership, budget management, strategic thinking, planning, management and governance.
3. To lead the development, planning and delivery of a service to meet the current and future needs of children and young people within available resources.
4. To lead and develop a high performing setting and school effectiveness service including:
 - Early Years Effectiveness;
 - School Effectiveness;
 - Governor Support;
 - Brent Music Service;
 - Gordon Brown Residential Activity Centre, Hampshire
5. On behalf of the Council, fulfil its statutory role to monitor, challenge, support and intervene in early years settings and schools to ensure all children in Brent have access to high quality education and are enabled to meet their full potential.
6. To support corporate initiatives relating to setting and school effectiveness.
7. To play a leading role in relevant partnerships and multi-agency networks.
8. To contribute to the delivery of corporate priorities and objectives.

Dimensions:

Responsible for an annual budget of approximately £10 million.

Principal Accountabilities:

1. Work closely with colleagues on the Children's Services Leadership Team (CSLT) and make a proactive contribution delivering corporate and departmental objectives.
2. Lead and manage a portfolio of children and young people focused services in alignment with both corporate and departmental aims and priorities.
3. Provide leadership and management to achieve high performance and effective operational delivery, including the management and effective use of resources and staff.
4. Work closely with the Operational Director to support effective working relationships with relevant Cabinet portfolio holders.
5. Support and develop partnership working, by supporting effective school-to-school collaboration and liaising with key education partners including leads from the Catholic and Church of England Diocesan Boards, the Regional Schools Commissioner, Teaching School Hub, and Brent Schools Partnership.
6. Lead and manage high-performing and customer focused services in alignment with both corporate and departmental aims and priorities including:
 - Early Years Effectiveness;
 - School Effectiveness;
 - Governor Support;
 - Brent Music Service;
 - Gordon Brown Activity Centre
7. Deliver well-managed services within budget, working in accordance with the council's corporate standards and financial regulations.
8. Support early years providers in meeting the requirements of the Early Years Foundation Stage and maintained schools in delivering a broad and balanced curriculum.
9. Promote high quality early years provision by delivering targeted support to improve the quality of early years provision and increase attainment for all early years children.
10. Lead on the continuous review, development and implementation of a robust school effectiveness strategy, working with headteachers, school governors and academy trusts to support high educational standards for all children and young people, paying particular attention to the most disadvantaged groups.
11. Liaise with Further Education Colleges to ensure Brent young people, including the most disadvantaged groups, are able to access high quality skills training and education opportunities through local Further Education provision.
12. Maintain an overview of the progress and performance of schools and other educational settings in Brent, reporting as required to the Strategic Director (DCS), elected members and external agencies and partners.
13. Keep abreast of current developments and best practice in setting and school effectiveness and provide timely advice and guidance to colleagues in response to legislation, government guidance and research.
14. Act as an effective ambassador and advocate for the council with external organisations.
15. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well being of children and vulnerable adults.
16. Carry out duties with due regard to the council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
17. Undertake any other duties commensurate with the general level of responsibility of this post.

Job Context:

- Wide range of internal and external contacts including directors, senior managers, elected members, professional bodies, partner organisations and government departments involving the use of a wide range of interpersonal skills.
- Partnership with other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Management and leadership of a high performing team.
- Lead role in the development of the council's services in this area.
- Operate within a framework set by Corporate and Departmental Management teams but with considerable freedom to shape services.
- Lead on policy and development and ensure implementation of new legislative requirements.
- Ensure high professional standards.

DBS Status	Basic
Politically Restricted	Yes

Person Specification

Job Knowledge, Skills & Experience:

Specify the qualifications, experience, skills and abilities required.

All criteria are essential

Knowledge and Qualifications:

- Educated to degree level.
- Relevant professional qualification (including QTS).
- Evidence of significant relevant Continuing Professional Development (CPD).
- Sound knowledge of a range of approaches to the leadership and management of early years settings and schools and how to prevent and tackle underperformance in different contexts and at all levels.
- Understanding of improvement strategies for early years settings and schools across all phases.
- Extensive understanding of setting and school effectiveness, including relevant legislation, guidance and regulations.
- Knowledge of ways to analyse and interpret data to improve service outcomes.
- Knowledge of mechanisms for consulting and involving children and young people and their carers.
- Understanding of the requirements, guidance, regulation and legislation governing safeguarding from both a local authority and partner perspective.
- Good understanding of relevant leadership and management strategies, and how to use these to overcome any potential barriers to effective joint working at a strategic or operational level.

Experience:

Proven track record of:

- Achievement at a management level in a similarly large and complex organisation.
- Delivering child and young person focused services and service improvements in the context of a highly diverse community.
- Delivery of setting and school effectiveness support at a management level.
- Building effective relationships with head teachers and governing boards.
- Managing demands and pressures on services, ensuring timely delivery of priorities.
- Ensuring that services are delivered to the required standard.
- Planning for the medium and short-term development of services, anticipating priorities, the changing landscape and the need for future services.
- Leading and implementing change to secure improved outcomes.
- Performance and information management.
- Managing and monitoring budgets.
- Working collaboratively with a range of service managers and promoting service integration.
- Partnership and multi-agency working.
- Working with elected members.
- Consulting and involving children and young people.

Skills and Abilities:

- Strong leadership and management skills including people, performance and budget management
- Strong communication, negotiating and influencing skills
- Ability to work collaboratively corporately and departmentally creating a strong team spirit
- Strong role model who demonstrates a personal commitment to high standards of public service, honesty, integrity and professionalism
- Ability to produce effective service plans that contain stretching targets and deliver improved outcomes.
- Ability to think strategically.
- Ability to work in partnership and multi-agency arrangements.
- Ability to use quantitative and qualitative information as a basis for analysing problems, agreeing actions and securing improvements in services.

Setting and School Effectiveness Structure Chart

