

	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 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 direction, planning, management and governance.
2. To lead the development, planning and delivery of a service to meet the current and future needs of users within available resources.
3. 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 Holiday Activity Centre
4. 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.
5. To support corporate initiatives relating to setting and school effectiveness.
6. To play a leading role in relevant partnerships and multi-agency networks.
7. To contribute to the delivery of corporate priorities and objectives.

Dimensions:

- Directly controls a budget of £10m

Principal Accountabilities:

1. Work closely with colleagues on the Children & Young People's Services Senior Leadership Team (CSLT) and make a proactive contribution delivering departmental and corporate objectives.
2. Lead and manage a portfolio of customer 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 portfolio holders.
5. Support and develop partnership working, including acting as an effective ambassador and advocate with external organisations.
6. Take the day-to-day lead on setting and school effectiveness.
7. 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
8. 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.
9. Lead on the continuous review, development and implementation of a robust school effectiveness strategy.
10. Take rapid and decisive action in relation to poorly performing schools, recommending when the director of children's services should use their intervention powers and ensuring that alternative structural and operational solutions have been thoroughly considered.
11. Support effective school-to-school collaboration and provide local leadership for tackling issues needing attention that cut across more than one school.
12. Liaise 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.
13. Work with head-teachers, school governors and academy sponsors and principals to support high educational standards for all children and young people, paying particular attention to the most disadvantaged groups.
14. Work with partners to promote prevention and early intervention so that emerging problems are dealt with before they become more serious.
15. Support maintained schools in delivering a broad and balanced curriculum and early years providers in meeting the requirements of the Early Years Foundation Stage.
16. Promote high quality early years provision.
17. Produce and implement a business plan for the service area that includes stretching and shared performance targets.
18. Participate in relevant partnerships and multi-agency networks.
19. Ensure the efficient and effective use of budgets allocated to the service area.
20. 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.
21. Ensure the effective participation of children and young people in developing the setting and school effectiveness services.
22. Work closely with the Operational Director to support effective working relationships with the relevant cabinet member.

23. Act as an effective ambassador and advocate for the council with external organisations.
24. Lead on strategic and operational planning for the service, and the continuous review and evaluation of its work, ensuring that all members of the service are effectively involved.
25. Contribute to LA policy and strategy development in specified areas, as required, and ensure that other members of the service contribute similarly.
26. 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.
27. 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.
28. 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 functions involving the use of a wide range of interpersonal skills.
- Partner other local authorities, public sector organisations and agencies, local businesses, the voluntary sector and other stakeholders.
- Developing partnership working with key external stakeholders across the public, private and voluntary sectors.
- Management and leadership of a high performance team.
- Lead role in the development of the council's services in this area.
- Operates within a framework set by Corporate and Departmental Management teams but with considerable freedom to shape services.
- Leads on policy and development and ensures implementation of new legislative requirements.
- Ensures 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).
- Extensive understanding of setting and school effectiveness, including relevant legislation, guidance, regulations, Government circulars.
- 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.
- 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 customer focused services and service improvements in the context of a highly diverse community.
- Delivery of setting and school effectiveness support at a management level.
- Managing demands and pressures on the service and tight deadlines.
- Ensuring that services are effectively resourced and 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 service.
- 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 and 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.

