

Job Description

Department	CHILDREN'S SERVICES
Job Title	Assistant Director, Inclusive Education & Learning
Grade	CHIEF OFFICER BAND 5
Primary Purpose of Job	<p>To actively champion and support the delivery of the Bolton 2030 outcomes in particular, <i>"Our children get the best possible start in life, so that they have every chance to succeed and be happy."</i></p> <p>To provide strategic leadership to deliver the educational outcomes, school improvement and inclusion policy for children and young people in partnership with all schools in Bolton. To deliver a high quality SEND service and inclusive education policy for all children and young people. To provide an active role in the corporate and strategic leadership of the authority.</p> <p>To promote visible and inclusive leadership that demonstrates the behaviours and values of the Council and sets out a clear direction and expectation of performance standards. Working to deliver excellence for all.</p> <p>To work with Elected Members, supporting the democratic processes and providing advice on appropriate policy options and professional matters as required.</p> <p>To provide direction and leadership to a specified group of services within the Council and to ensure that these services are designed, delivered and commissioned in line with the Council's delivery plans and agreed budgets, and in consultation with school leaders, parents and children and young people.</p> <p>To lead and manage a team of Heads of Service, empowering and developing these individuals to continually improve and deliver the best possible outcomes for all children in the context of Bolton 2030.</p>
Reporting to	Director of Children's Services/Deputy Director Children's Services
Responsible for	Head of SEND, Head of Inclusion, Educational Improvement, Start Well, Governance Services, Head of the Virtual School.

Principal responsibilities

- LEADERSHIP AND STRATEGY:** To support the Director of People in the development and implementation of effective, high quality impactful services for Bolton's children and young people.
- DLT MEMBERSHIP:** To be an active member of the Directorate Leadership Team (DLT) and work effectively with other members to achieve synergy and integrated working between all areas of the department.
- ADVICE AND SUPPORT:** To advise Elected Members, the Chief Executive, the Director and Deputy Director of People and the Corporate Leadership Team on matters within the scope of this role

4. **REGIONAL WORKING:** To contribute appropriately to the delivery of regional and sub-regional programmes and projects across the Greater Manchester (GM) City Region, including the Greater Manchester Combined Authorities and Association of Greater Manchester Authorities and join national sub-groups of the ADCS.
5. **PARTNERSHIPS:** To work effectively with internal and external partners, leading and contributing to appropriate cross-Council and partnership led programmes and projects to deliver corporate aims and priorities
6. **STAKEHOLDERS:** To develop and maintain effective relationships with partners and other external bodies (regionally and nationally) and to use these relationships to improve outcomes and service delivery and to promote the community of Bolton and the Bolton 2030 Vision
7. **PROBITY AND STANDARDS:** To contribute to supporting the Council to meet statutory and non-statutory provisions to the highest possible standard in all relevant inspection frameworks.
8. **RESOURCES:** To secure and allocate resources to ensure the effective delivery of services within the remit of the role, managing within budgets and developing ideas and using business data to generate new opportunities.
9. **CIVIL CONTINGENCIES:** To provide such support as the Chief Executive may deem appropriate in connection with the discharge of the Council's responsibilities under the Civil Contingencies Act 2004

Professional Leadership

To act as the Council's professional expert adviser on a portfolio of educational services and have line management responsibility for directly delivered functions.

To lead on the development and maintenance of high quality, effective partnerships, with education providers in the borough that deliver the best possible educational outcomes for children and families.

To provide oversight, strategic advice and support to the Bolton Learning Partnership covering primary, secondary and special school bodies, further developing effective collaboration in order to improve outcomes for Bolton's children and young people

To maintain up-to-date knowledge of statutory requirements for education provision and the local authority.

To engage with a wide range of educational professionals (including Headteachers, Principals and Governors) on issues of school improvement including pedagogy, curriculum design, leadership/management/governance of schools and colleges.

To lead the Virtual School and the development and improvement of the education offer for the most vulnerable children in the care of the local authority.

To maintain up to date and comprehensive knowledge of the latest research on school provision, including relating to organisational characteristics, provision for different pupil groups and the OFSTED inspection framework, in order to support schools' ambitions to offer opportunities and educational excellence for all children.

To safeguard children and young people and manage risk in protecting children and young people in education provision.

To lead the service improvement of education services in line with council policy.

To actively engage and build positive relationships with the Trade Union's and seek their involvement during periods of organisational change, restructure, and service improvement in accordance with agreed policies and procedures.

Leadership and Management

The post holder has staff management responsibility for a range of diverse professional disciplines across multiple service areas, within the Inclusive Education & Learning Division.

Financial Management

The post holder reports to the Director for People and provides management and oversight of all aspects of the budget responsibility for all functions in the Inclusive Education & Learning Division including:

- Dedicated School Budget (including High Needs Block and Early Years)
- Education Commissioning Budgets (including Disabled Children Services and SEN Services)

To ensure that appropriate financial procedures are followed, service budget and spend is closely monitored to inform service delivery decisions and supports robust financial planning

Additional duties

Equality and Diversity - To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

Developing Self and Others - To use processes and put processes in place to generate a learning environment. To focus on the strengths and requirements of all individuals and enable them to further their skills and knowledge. To actively pursue your own development. To be self-aware and role model continuous self-development.

Responding to Civil Contingencies - Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you could be required to assist, or assist others, in the continued maintenance or delivery of key Council services and of support to the community. This could require working outside of routine working hours and could entail working from places other than your normal place of work.

As a senior officer you will participate in an on-call rota to cover strategic corporate emergencies where required.

All the above duties must be performed within Bolton Council's Values and Behaviours Framework. (see person specification and internet for further details).

Any other area determined by the Director or the Chief Executive.

Review and Change Arrangements

The details contained in the job description reflect the content of the job at the date the job description was prepared. It is inevitable that over time the nature of the job will change, existing duties may be lost, and other duties may be gained without changing the general character of the duties or the level of responsibility. Consequently, the Council will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Date Job Description prepared/updated: November 2020

Job Description prepared by: Director of Children's Services

Person Specification

Department CHILDREN'S SERVICES

Job Title Assistant Director, Inclusive Education & Learning

Stage One	Disabled Candidates are guaranteed an interview if they meet the essential criteria	
The Minimum Essential Requirements for the above Post are as Follows:		Method of Assessment
1. Knowledge, Skills and Experience		
1	In depth knowledge of best practice, legislation, statutory framework and emerging developments in the field of education and learning for children and young people	Application/Interview/Assessment
2	In depth understanding of how to work collaboratively to drive school improvement	Application/Interview/Assessment
3	Extensive knowledge of and commitment to inclusive approaches to education including the ability to innovate to improve outcomes for all children.	Application/Interview/Assessment
4	Able to work corporately across the People Directorate and across the Council to facilitate whole system working focused on the holistic needs of the child	Interview/Assessment
5	Demonstrate ability to manage positive, constructive productive relationships between the Council and its partners, including all schools in the Borough, and local communities, including evidence of co-production with parents, carers and children.	Interview/Assessment
6	Able to demonstrate effective budget management and control, including business and strategic planning	Interview/Assessment
7	A robust understanding of political processes, of managing politically sensitive issues and of providing clear, balanced advice to senior officers, Elected Members and partner organisations	Interview/Assessment
8	An understanding of the implications of service delivery for diverse and excluded individuals and communities	Interview/Assessment
9	Ability to effectively manage service change and associated risks whilst improving performance in a demanding and politically sensitive environment	Interview/Assessment

10	Ability to develop capacity through organisational and workforce planning and business development.	Interview/Assessment
11	Demonstrate resilience to stress, maintaining effective management during peak times of operational demand.	Interview/Assessment
12	<p>Candidates will be assessed against the following Values and Behaviours Framework:</p> <ul style="list-style-type: none"> • Accountability • Determination • Honesty and Respect • Making a Difference • Working Together 	Interview/Assessment
13	<p>Candidates will be assessed against the following Leadership Competencies:</p> <ul style="list-style-type: none"> • Political awareness • Strategic vision and values • High impact communication • Collaboration and partnership • Service management • Service delivery • Managing self 	Interview/Assessment
2. Experience/Qualifications/Training etc		
1.	Post Graduate Certificate in Education (PGCE) or equivalent level 7 qualification conveying Qualified Teacher Status	Application
2.	Degree with honours - for example bachelor of the arts (BA) honours, Bachelor of Science (BSc) honours or equivalent level 6 qualification	Application
3.	Registered with the Department for Education/National College for Teaching and Leadership.	Application
4.	Evidence of continuing professional/management development	Application / Interview
5.	Experience of working in a teaching role in a school setting	Application / Interview
6.	Experience of working at a senior management level in a local authority education and learning service	Application / Interview

3. Work Related Circumstances	
1. The post holder will be expected to work such hours as are necessary to ensure the job gets done, including regular evening and occasional weekend working. The post holder is "on call" at all other times, particularly to cover emergency planning requirements. No extra payments are made for such extended hours.	Application / Interview
2. Must be prepared to travel as required by the demands of the job	Application / Interview

Date Person Specification prepared/updated: November 2020

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These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period

Developing Self & Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council's Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality & Diversity

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

Health & Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by The Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.