



SOUTHEND-ON-SEA CITY COUNCIL

JOB PROFILE

**JOB TITLE: DIRECTOR OF
EDUCATION, INCLUSION AND EARLY YEARS**

**REPORTS TO: EXECUTIVE DIRECTOR /
DEPUTY CHIEF EXECUTIVE**

LEVEL: SMG 3

Purpose of the Job

To provide direction and leadership to a specified group of services within the Council and to ensure that these services are designed/delivered/commissioned in line with the Council's delivery plans and agreed budgets.

To support the Corporate Management Team (CMT) and to work collaboratively with Councillors and the Senior Leadership Group (SLG).

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.

Key Responsibilities

To lead and take responsibility for specific strategic and corporate matters as agreed with the Deputy Chief Executive/Executive Director.

To lead and manage a team of Heads of Service/Group Managers. To empower and engage these individuals to continually improve and deliver the best possible outcomes in the context of Southend 2050.

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 Southend and the Southend 2050 ambition.

Develop and maintain positive relationships with elected members.

Promote the principles of equality and diversity and inclusivity and ensure that these are upheld and embedded across the organisation.

Ensure compliance with Health & Safety and other relevant legislation across the organisation.

Represent the Council with external bodies (including the media).

Represent and deputise for the Deputy Chief Executive/Executive Director as required.

Functional Responsibilities

Responsible for leadership and direction to the following Heads of Service/Group Managers:

- School Performance and Improvement
- Special Educational Needs
- Early Years
- Virtual Head – Looked after children
- Access and Inclusion

Knowledge and Experience

- Degree and/or management qualification (or equivalent through work related experience)
- Experience of working in a complex and diverse organisation at a middle management level
- Understanding of Local Government and experience of working in a political environment
- Budget management
- Management experience and proven success in leading and motivating teams to a high level of achievement.

Behaviours and Values

Behaviours - Driving positive change
- Demonstrating strong leadership
- Trust & respect
- Acting with integrity & behaving responsibly
- Building relationships to work well together

Values - Inclusive
- Collaborative
- Honest
- Proud