

# Generic Role Profile: Strategic Leadership Level B - Assistant Director

## Role Purpose, Context and Scope:

- Accountable for developing and directing the corporate activities of the Council at a strategic delivery level.
- Horizon scanning 1-3 years; emerging practices and seek out the latest thinking and innovation across their service areas.
- Work with Councillors in setting and delivering the strategic aims and objectives of the Services they lead.
- Provide strong leadership, direction and guidance to senior managers regarding the allocation of resources, risk management, change management and management behaviours within the services they lead.
- To role model the values and behaviours of the organisation so others can see, hear and learn from you.
- Lead on developing the capability of the workforce so the organisation has the right skills at the right time in the right place.

## Indicative Accountabilities:

- To influence and contribute to delivering objectives set out in the Borough Plan considering the impact of internal and external factors.
- Create and build effective relationships internally and externally with key stakeholders and instil in direct reports the imperative for accountability, responsibility and collaboration with others, for example: Councillors, other Boroughs, the communities we serve and partners.
- Lead and work collaboratively across all service areas with other senior managers (including those from partner organisations and agencies) in order to generate efficiencies.
- Effectively lead and manage staff (set, monitor and evaluate objectives on an annual basis).
- Drive significant cultural change through the corporate infrastructure.
- Be accountable for associated budget and have affordable plans in place to deliver the 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.
- Lead and work collaboratively across programmes and services areas to ensure effective risk management and organisational resilience, including developing effective procedures to implement the Council's policy and strategy.
- Be an ambassador for Haringey

## Example Job Titles at Level B:

- Assistant Director
- Director of Adult Social Services
- Programme Director Tottenham

## Indicative Performance Measures:

- Specific measures from the Medium-Term Financial Plan.
- Achievement of Council's Corporate Priorities.
- Achievement of the outcomes within the Council's Corporate Priorities and Workforce Plan within their service.
- Participate in external assessments e.g., oOfsted, Peer Review.

## Indicative Dimensions:

- Work involves development of specific service areas and integration of internal services with some integration with external partners.
- Has a prime responsibility for the financial management of specific service area.
- Jobs at this level operate with a wide level of discretion over staffing, resources and decisions provided that actions are consistent with Council policies.
- Can lead and deliver in a political environment.

## Leadership Qualities:

- Achieving Ambitious Outcomes** – Makes sure that all activities contribute towards the organisation's vision and goals. Typically looks two to three years ahead.
- Service Excellence** – Continually strives for a better future. Measures success and takes action to achieve and maintain excellence.
- Thinks Differently** – Has sharp thinking to look at information in a new way. Comes up with many ideas and advocates change/new approaches. Is comfortable being uncomfortable.
- Visible Leadership** – Is a corporate leader, showing teams the strategic direction. Understands individuals, what motivates them and how to get the best from people.
- Work in Partnership; One Council** – Uses initiative to build networks and relationships internally and externally, consulting widely, particularly with residents. Understands the nature of conflict and finds ways to deal with this.
- Open Communication** - Assertive and influential. Maintains a calm and optimistic tone, and has the confidence to challenge and persevere, even in the face of strong opposition. Listens to and shows empathy for different perspectives.

## Haringey Values:

- Lives, and can articulate for others, our values: Human ▪ Ambitious ▪ Accountable ▪ Professional

## Indicative Knowledge, Qualifications, Skills and Experience:

- Deep knowledge of concepts, principles and practices gained through extensive experience and development in a specific field.
- Excellent communication skills.
- Ability to work with high level internal and external stakeholders.

## Job Specific Profile

Job Title and Service Area:
Assistant Director for Schools and Learning Children's Services
Role Purpose:
<p>The purpose of this role is to provide effective and robust leadership to ensure that the education system in Haringey is strong, collegiate and of a high quality in order that all pupils and young people achieve good outcomes. To lead the strategy which enables a complex system of education providers to collaborate and develop purposeful partnerships to improve the quality of teaching and learning, improve pupil outcomes and narrow the gap between disadvantaged pupils and their peers. The postholder will manage the relationship between the Council and its schools and educational providers, including Haringey Education Partnership (HEP), to ensure that all children and young people in Haringey can benefit from an excellent education in an efficient and effect way.</p> <p>The postholder will lead on the development and implementation of the education strategy for Haringey and act as the lead commissioner for the contract with HEP including using the contract between HEP and the LA and the KPIs therein to ensure that the OfSTED framework for school improvement is well met and the local strategy for school improvement is successful. The role has responsibilities under the Children and Young Persons Act 1963, The Children Act of 1989, the Education Act of 1996, and The Education (Health Standards) (England) Regulations 2003 and the Children's Act 2004.</p>
Main Responsibilities (in addition to indicative accountabilities on generic profile):
<ol style="list-style-type: none"> <li>1. To lead the development and implementation of the education strategy for Haringey working in partnership with HEP, schools and education providers</li> <li>2. To act as the lead commissioner for the contract with HEP, providing appropriate challenge and support, to ensure that the work of HEP is informed by the Council's strategic education priorities and supports the effective implementation of the Council's education strategy across Haringey</li> <li>3. To work with schools and providers to ensure that there are high quality pathways into post 16 provision for young people.</li> <li>4. To ensure that Haringey Council fulfils its statutory responsibility to challenge and when necessary, intervene in schools which are not offering children and young people good quality education or enabling them to make progress and achieve well.</li> <li>5. To oversee and act as the lead adviser to the Council's senior officers and Members on educational and school issues in Haringey and to ensure that the statutory obligations of the Director of Children's Services in relation to education services are fully discharged.</li> <li>6. To be responsible for and forge effective working relationships with HEP, Head Teachers and, governors, other Council senior managers, health agencies, community services and the voluntary sector and all other partners as appropriate in order to achieve positive outcomes for education.</li> <li>7. To ensure the contractual relationship with Haringey Education Partnership is managed to make sure that delivery of services and contract compliance meets the needs of our children and young people and the service.</li> <li>8. Ensure the optimum number of school places be available for children in all three school sectors in all providers.</li> <li>9. Through HEP to ensure high quality school governors are recruited, developed and supported in their roles as school leads and in their responsibilities to effect school improvement.</li> <li>10. Ensure that the achievements of Haringey's schools and the children within are recognised and celebrated</li> <li>11. Work with HEP to analyse and use school performance data to assess and address underperformance and ensure gaps are narrowed and closed and that our performance is comparable with relevant benchmarks.</li> <li>12. Collaborate with colleagues across children's services, particularly safeguarding, early help and SEND to ensure effective work with schools to support children, young people and families.</li> <li>13. Collaborate and negotiate with education partnerships to bring capacity to deliver statutory responsibilities linked to schools and learning and to develop further new models for service delivery.</li> <li>14. Ensure that services provided to schools through the Council's services are high quality and financially sustainable.</li> <li>15. Work with relevant colleagues to ensure that the Council effectively fulfils its legal obligations in relation to schools including those as landlord, employer health and safety and for school funding.</li> <li>16. To act as project sponsor for capital works to our schools, including condition and compliance and the emerging Masterplan.</li> </ol>

## Job Specific Profile

<p>Knowledge, Qualifications, Skills and Experience (in addition to those on generic profile):</p> <ul style="list-style-type: none"> <li>▪ Relevant professional qualification or substantial vocational and relevant management experience demonstrating ability in an appropriate professional or specialist area, and success in similar or related roles</li> <li>▪ Significant experience of working in the field of education leadership</li> <li>▪ Substantial experience of leading and developing a successful system for education and learner achievement.</li> <li>▪ Strong record of delivery and improvement of education attainment and school improvement.</li> <li>▪ Experience of working collaboratively and in partnership with a range of agencies which contribute to the standards achieved by children attending an education setting</li> </ul>
<p>Dimensions:</p> <p><u>Functional Areas</u>            Virtual School; primary, secondary and post 16            Haringey Educational Partnership (School Improvement and Governor Services); School Provision            Education Services: Education Welfare; Admissions, school place planning, exclusions, Music Service, Pendarren            Outdoor Education Centre            Early Years: quality and CPD</p>