



Job description	
Job title	Assistant Executive Director (Education and Inclusion)
Grade	Assistant Executive Director Band 1
Accountable to	Executive Director (Children's Services)
Date reviewed	April 2023

Purpose of the Job

The Assistant Executive Director (Education and Inclusion) will be required to deliver the Council and its partner's vision for children and families and ensure that the Council's statutory duties for education are effective.

The post holder will be required to provide outstanding leadership for the development of an integrated provision of support for children, young people and their families across the borough which includes improved standards of education. Through effective collaboration with schools, key stakeholders, and partners, they will support the Cabinet, Chief Executive and Corporate Management Team to achieve the aims and desired outcomes set out in the Knowsley Council Plan.

The post holder will be fully responsible and accountable for all areas within their remit and empowered to make decisions in relation to the outcomes they are working to achieve.

Key Duties and Responsibilities

- To ensure that the Council delivers its vision for children and families as set out in the Knowsley Council Plan and in the Children and Families Plan.
- To ensure that effective partnership working is developed to enable children and young people in the borough to achieve outcomes that are at least as well as other children in similar circumstances.
- To ensure that the statutory duties of the Council in relation to Education Standards, Sufficiency of Education and the SEND Code of Practice are delivered to the highest standard.
- To provide strategic leadership for the delivery of the SEND reform programme.
- Take a Strategic lead for innovation and transformation across education and children's social care, being a catalyst for change and ensuring innovation is embedded in practice including taking the lead in

the on-going strategic development of services and new organisational delivery models emerging through key policy initiative e.g., Family Hubs/Start for Life programme.

- Provide strategic leadership on the development of an inclusive youth service offer for the borough.
- To ensure that the Council has strong, productive, and effective working relationships with senior officers in the Liverpool City Region, schools, Ofsted, the Regional Schools Director and with the Department for Education.
- To plan for and ensure the effective delivery and/or commissioning of services particularly in relation to education, SEND, Children with Disabilities, safeguarding in schools and the Family Hub/Best Start for Life programme.
- To translate strategic leadership into tangible outcomes across the wider organisation.

Alongside its existing priorities, Knowsley's Council Plan 2022/25 has been created to compliment the Knowsley 2030 strategy and the Council's work with strategic partners to deliver the strategy. The Knowsley strategy is underpinned by five strategic priorities which set out that, by 2030, Knowsley will be a place: -

- Where strong and safe communities can shape their future.
- Where people are active and healthy and have access to the support they need.
- Where people of all ages are confident and can achieve their full potential.
- With a thriving, inclusive economy with opportunities for people and business.
- With welcoming, vibrant, well-connected neighbourhoods and town centre.

The strategy also commits to addressing climate change and net zero.

The Knowsley Council Plan 2022-25 sets out the steps that the Council will take to deliver its responsibilities within this strategy. The plan's vision is "Supporting Knowsley's people to thrive" and this will be delivered through three priorities, as follows: -

- Supporting those most in need.
- Inclusive growth and skills.
- Climate Emergency - achieving net zero.

The plan is underpinned by four key enablers: -

- Organisational resilience
- Stronger communities
- Efficient and effective service delivery
- Early intervention and prevention.

The post holder will have corporate and service specific duties and responsibilities in line with the above as follows: -

Corporate Duties and Responsibilities

- Conduct specific corporate roles and assignments as allocated by the Chief Executive and Executive Director (Children's Services).
- Provide a major contribution to the change management process within the Council, working as an active 'change agent' alongside other Senior Officers.
- Support Elected Members in undertaking their roles as community leaders and ward members.
- Provide support for corporate and/or external inspections where required.
- Work within the Knowsley Better Together principals developing co-operative working with local stakeholders to achieve a shared goal to achieve a greater impact.
- Champion employee engagement and experience ensuring Knowsley Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.

Service Specific Duties and Responsibilities

- To provide strategic leadership required to ensure all children and young people in Knowsley have access to good or outstanding schools and college provision.

- To provide strategic leadership for the implementation of the SEND reform programme across the Council and with health partners.
- To provide a lead role in strategically commissioning services to support the development of an integrated service offer that meets the requirements of the Family Hub/Best Start for Life programme.
- To provide strategic leadership for the youth service offer for the borough.
- To provide strategic leadership for the Adult Learning offer for the borough.
- To play a lead role in ensuring that commissioned education services meet the needs of children and young people, their families, with a focus on prioritising those most vulnerable and at risk.
- To provide professional leadership of the Councils policy in relation to academies and free school provision.
- To provide the leadership required to foster and develop good relationships with Head Teachers that further embeds positive partnership working arrangements.
- To plan for and ensure that the delivery of early years and educational services improves the quality-of-life outcomes for children and young people and to challenge/support to continuously raise educational outcomes.
- To ensure that the Local Authority meets the requirements of relevant Ofsted Framework in relation to education and skills and contributes to the Ofsted requirements for children's social care.
- To ensure that school place planning and capital investment in schools are designed to achieve best outcomes and meets its statutory duties in relation to the sufficiency of and admission arrangements for Education.
- To deputise for the Executive Director – (Children's Services) as required.

Health and Safety

- To be responsible for the implementation of the Council's Health and Safety Policy in the workplace and to monitor the effectiveness and

safety arrangements and systems and promote appropriate improvements where necessary.

- To ensure suitable and sufficient risk assessments are conducted considering employee's capabilities.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.
- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.

This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake initially. It is neither inclusive nor exclusive and will be changed from time to time to meet changing circumstances and demands.

Person specification			
Post title	Assistant Executive Director (Education and Inclusion)	Grade	AED Band 1
Service Area	Children's Services	Section/team	Children's Services

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	In-depth understanding of early years, education and inclusion and relevant legislative frameworks with a demonstrable ability to collaborate across education, children's and adults' services to deliver priority outcomes	Essential	A, I
S2	Experience of working in a political organisation with the ability to deliver organisational priorities in a political setting	Essential	A, I
S3	Ability to lead, inspire and motivate others creating a culture of proactive service delivery and continuous improvement	Essential	A, I
S4	Strong and varied record of achievement at a senior level in education in complex political environments, preferably in local and/or central government	Essential	A, I
S5	Demonstrable track record of improving outcomes for all with the ability to anticipate and understand the needs of local authorities and translate them into solutions and outcomes	Essential	A, I

S6	Experience of successfully implementing strategies to improve services within the public sector	Essential	A, I
S7	Significant and in-depth experience of managing complex projects	Essential	A, I
S8	Significant experience of strategic financial management and successfully prioritising and targeting resources	Essential	A, I
S9	Experience and ability to build effective working relationships with a wide range of stakeholders. Be able to negotiate, influence and give clear, persuasive advice to senior officers, Members, trade union representatives	Essential	A, I
S10	Able to deliver and lead others under pressure, prioritising work against competing demands to meet deadlines	Essential	A, I
S11	Highly developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way	Essential	A, I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	A, I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	A, I
P3	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	A, I,
P4	Flexible approach to working hours with the ability to occasionally work outside normal hours, to attend meetings inside and outside the Borough and undertake corporate work outside the scope of the main job responsibilities	Essential	A
P5	A demonstrable commitment to equality, diversity, and inclusion	Essential	A
P6	Current driving license and availability of vehicle or equivalent mobility	Desirable	A

Communication			
	A demonstrable willingness to share information and work with other people, including the ability to listen, communicate with and understand others, taking account of other people's points of view	Essential	A, I
C2	Ability to communicate at times complex information clearly using simple, commonly accepted language	Essential	A, I
Qualifications			
Q1	A recognised professional qualification, management qualification or substantial work experience in the service area	Essential	A
Q2	Relevant post-graduate qualification in Leadership	Desirable	A, C
Q3	Membership of a relevant professional body/equivalent organisation	Essential	A, C
Q4	Evidence of continued professional development	Desirable	A
Health and safety			
H1	Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council	Essential	A, I

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.