

## Slough Borough Council

### Job Description

Job Description Reference: CYP 1-0

Date: June 2023

Post Pay Level: SML 14

DBS requirement: Standard

**Job Title: Director of Education**

**Responsible to: Executive Director People (Children)**

#### **Responsible for:**

The Director of Education is a key leadership role responsible for overseeing and enhancing the quality of education services provided within the council's jurisdiction. This post requires a strategic and visionary approach to drive educational excellence, promote inclusivity, and foster positive partnerships with stakeholders.

#### **Number of reports:**

Direct reports: 4

Indirect reports: 150

**Total Managed: 150+**

#### **Financial Responsibilities:**

£56.2m

#### **Main purpose of Job:**

Responsible for providing strategic leadership to the Education Service. The postholder will lead the service leadership team, work closely with the Executive Director - Children, Slough Children First Leadership Team, the lead Member for children's services and Cabinet Members providing professional advice on the delivery and improvement of the Council's education services.

The Director of Education has budgetary responsibility for the service and plays a role in overseeing the allocation and effective utilisation of the Dedicated Schools Grant (DSG).

They work closely with children, young people, their families, their education settings, health partners and other stakeholders to develop and implement aspirational strategies that deliver excellent educational outcomes, including supporting pupils with special educational needs and disabilities, identification and support for other vulnerable groups of children and young people, learner-focused services and supporting the effective implementation of corporate objectives. The Director of

Education drives efforts to raise attainment, address educational inequalities, and ensure all children have the best start in life, the opportunity to achieve their full potential and are supported along their journey to becoming independent and successful adults.

### **General Accountabilities:**

- **Strategy development**

Help shape the direction of the council to drive forward the public service reform agenda and ensure delivery of its priorities and value to residents. Provide a strategic vision for the future development of the service to enable the council to meet its future challenges, fostering a culture of continuous improvement.

- **Corporate leadership**

As a senior leader working as part of a wider leadership team across the council, work together take collective responsibility and drive forward a range of cross-council initiatives which are required to ensure changes are embedded in a sustainable way throughout the organisation. Provide corporate leadership that encourages our staff to recognise their contribution to the strategic objectives the council has set.

- **Service leadership and management**

Lead the integrated delivery, improvement, management and performance of the service, commissioning and directing activity within the council and externally as required, and ensuring overall objectives are translated into effective plans and that the service is efficient and locally responsive. Provide inspirational and professional leadership to staff, strengthening skills and competence and fostering a strong culture of standards, performance and accountability.

- **Resources / Financial management**

Ensure tight budgetary control and prioritise use of resources and assets to support the delivery of the council's corporate vision and help ensure that the council receives value for money from its expenditure. Drive and/or support the development of outcome-based commissioning models to better ensure strong price competition and transfer of risks through contracts with third parties. Champion and drive the development of commercial opportunities where appropriate.

- **Partners and stakeholders**

Actively engage, communicate and influence within the council, across partners and with the wider local and central government community to champion the council's approach to unified public services. Foster the bringing together of local services and decisions across agencies to reduce demand and help communities more independently support themselves.

- **Business change**

Lead, develop, implement and review change management programmes to deliver continual improvement. Assist the Chief Executive and Executive Directors in developing a single council-wide corporate culture to engender a

strong and shared approach to delivering services and provide better support for staff to deliver savings.

- **Compliance**

Ensure that all activities within the service comply with the council's Constitution, Standing Orders, financial regulations, health and safety and safeguarding responsibilities and that effective systems operate within the service to manage performance and risk.

- **Equality and diversity**

Uphold and promote the aims of the council's equality and diversity policies to ensure non-discriminatory practices in all aspects of work, and that diversity is embedded in everything, from workforce planning and policy development to service delivery.

### **Specific responsibilities**

1. Lead the development and utilisation of commercial analysis and national benchmarking to ensure the Council adopts cutting-edge techniques for delivering excellent value for money. Contribute significantly to the Slough Finance Leadership Team, shaping the strategic direction of Slough Finance and the Medium-Term Financial Planning Strategy. Ensure effective utilisation of resources, including budget allocation, to support the delivery of educational services and programs, while maximising value for money and achieving financial sustainability.
2. Provide expert commercial advice on a wide range of high-profile issues, projects, and programmes impacting the Council. Conduct rigorous financial and commercial modelling for significant procurements and projects. Lead commercial negotiations on major initiatives in collaboration with the Corporate Finance team. Deliver financial and commercial advice at key events such as Gateway Reviews.
3. Collaborate with the Strategic and Corporate Finance Team to lead the Commercial and Financial Management Team in preparing the Council's Accounts, ensuring progressively shorter timelines each year.
4. Foster a unified approach with Children's Social Care, striving to work together effectively in order to provide optimal support for children. Explore avenues for resource and expertise sharing, particularly in the realms of Early Help and enhancing educational outcomes for Looked After Children and care leavers.
5. Direct the development and review of policies, procedures, and documentation, such as reference manuals, to ensure compliance with current and anticipated legislation, regulations, and codes of practice. Provide clear direction and guidance on adherence to these requirements.
6. Stay abreast of national and local education policies, trends, and developments, and effectively communicate these to relevant stakeholders within the council, schools, and the wider community and VCFSE sectors. Rapidly assess the implications of emerging issues and potential policies, promptly briefing Leadership Team to ensure timely and comprehensive awareness.
7. Develop and implement effective strategies and policies to improve educational outcomes for all children and young people in Slough, with a particular focus

on identifying and addressing disparities for groups of vulnerable young people whilst continually promoting inclusivity.

8. Lead and oversee the development and implementation of programs and initiatives that promote inclusion and support for all children and young people with special educational needs and disabilities (SEND), whether they have an Education Health and Care plan or not, ensuring their access to high-quality education learning environments.
9. Foster strong partnerships and collaborative working relationships with schools, academies, colleges and other educational institutions to enhance educational provision, promote innovation, and drive continuous improvement.
10. Provide strategic guidance and support for the development and implementation of early education and family support services, ensuring that children and families receive the necessary support for optimal development and school readiness.
11. Promote a culture of continuous professional development among education professionals, supporting their growth, well-being, and commitment to delivering high-quality education.
12. Advocate for the needs and interests of children and young people within the council and with external partners, ensuring their voices are heard and their perspectives are considered in decision-making processes.
13. Undertake any other duties commensurate with the level of responsibility of the post.

### Person Specification – Director of Education

Qualifications	Essential / Desirable
Relevant degree or professional qualification in education or a related field.	E
Professional qualification and full membership of a relevant body or equivalent experience.	E
Evidence of continuous professional development which reflects commitment to effective management in a large organisation.	E
Experience	
Extensive experience in a senior leadership role within the education sector, demonstrating a successful track record of strategic leadership, policy development, and driving improvement in educational outcomes.	E
Experience of working collaboratively with Executive Directors, Senior Management, politicians, schools and other key stakeholders, evidencing credibility and impact as a leader.	E
A proven system leader that with experience of navigating the complexity and interconnectivity of the education landscape.	
Experience in managing budgets and resources effectively to achieve desired outcomes.	E
Proven experience in leading and managing complex teams, fostering a culture of high performance, collaboration, and continuous professional development.	E

track record of successfully driving collaboration, innovation and improvement, influencing change, and implementing effective strategies across multiple stakeholders to achieve system-wide improvements.	E
Experience of promoting equality, diversity, and inclusion within the education system, with experience in implementing inclusive practices and supporting the needs of diverse student populations.	E
<b>Skills and abilities</b>	
Skilled in the delivery of school improvement strategies and the ability to drive positive change.	E
Excellent communication and influencing skills, with the ability to effectively engage and collaborate with a wide range of stakeholders, including council members, senior leaders, parents, and VCFSE representatives.	E
A resilient character with a passion for educational excellence, inclusivity, and the well-being of students.	E
Demonstrated ability to think strategically, analyse complex issues, and develop innovative solutions.	E
Strong financial acumen and experience in budget management, resource allocation, and achieving value for money in educational services.	E
Demonstrated ability to establish and maintain effective partnerships and stakeholder relationships, including with schools, academies, VCFSE groups etc.	E
Strong analytical and problem-solving abilities, with the capacity to critically analyse data, identify trends, and make evidence-based decisions to inform strategic planning and service delivery.	E
<b>Knowledge and understanding</b>	
In-depth knowledge and understanding of the education landscape, including national and local policies, legislation, and best practices, particularly in areas such as SEND provision, early education, inclusion and safeguarding.	E
Knowledge of different educational systems and of best practice, including an awareness of emerging trends, practices, and innovative strategies to enhance educational outcomes.	E
Proficiency in analysing educational data, interpreting research findings, and using evidence to inform decision making, drive improvement initiatives, and monitor educational outcomes.	E
Sound understanding of curriculum design, development, and implementation across different educational stages, as well as assessment frameworks, methods, and strategies to drive educational improvement and ensure high standards of achievement	E