

## Head of Education and Learning

<b>Reports to:</b>	Director, Education, Partnerships and Strategy		
<b>Directorate:</b>	Children, Young People and Community Development	<b>Job category Grade:</b>	Hay 4 (64-68)
<b>DBS Status:</b>	Enhanced	<b>Politically restricted:</b>	No
<b>Job Purpose:</b>  <p>As a member of the Children's Services Leadership Team, support the Director of Education, Partnerships and Strategy in enhancing the Directorate's development, efficiency, and success through effective leadership, budget management, strategic planning, and governance. Lead the development and delivery of services to meet current and futures needs of children and young people, ensuring high performance in areas including:</p> <ul style="list-style-type: none"> <li>• School Effectiveness</li> <li>• Governor Support</li> <li>• Brent Music Service</li> <li>• Gordon Brown Residential Activity Centre</li> <li>• Wembley Learning Zone</li> </ul> <p>Fulfil the Council's statutory role to monitor, support, challenge and intervene where necessary to ensure a high-quality education for all children in Brent. Support corporate education initiatives and priorities, leading or contributing to relevant partnerships and multi-agency networks.</p>			
<b>Values</b> Collaborate proactively. Lead inclusively. Embrace change. Be bold and curious. Celebrate and share our success.			
<b>Overall Description</b> <p>The Head of Education and Learning is responsible a portfolio of services that support education and learning, delivering high performance and working within budget. This role involves ensuring school effectiveness, supporting strong outcomes, and implementing new legislative requirements. Key relationships include school leadership teams, governing boards, senior managers, elected members, and various partner organisations. Additionally, the Head of Education and Learning supports corporate education initiatives, partnership working, and safeguarding responsibilities.</p>			
<b>Job specific roles and responsibilities</b> <ol style="list-style-type: none"> <li>1. Work closely with colleagues on the Children's Services Leadership Team (CSLT) and make a proactive contribution delivering corporate and departmental objectives.</li> </ol>			

2. Lead and manage a portfolio of high performing children and young people focused services in alignment with both corporate and departmental aims and priorities.
3. Provide leadership and management to achieve high performance and effective operational delivery, including the management and effective use of resources and staff.
4. Work closely with the Director of Education, Partnerships and Strategy to support effective working relationships with relevant Cabinet portfolio holders.
5. Support and develop partnership working, by supporting effective school-to-school collaboration and liaising with key education partners including leads from the Catholic and Church of England Diocesan Boards, the DfE Regional Director's office, Teaching School Hub, and Brent Schools' Partnership.
6. Deliver well-managed services within budget, working in accordance with the Council's corporate standards and financial regulations.
7. Support maintained schools in delivering a broad and balanced curriculum.
8. Lead on the continuous review, development and implementation of a robust school effectiveness strategy, working with headteachers, school governors and academy trusts to support high educational standards for all children and young people, paying particular attention to the most disadvantaged groups.
9. Liaise with Further Education Colleges to ensure Brent young people, including the most disadvantaged groups, can access high quality skills training and education opportunities through local Further Education provision.
10. Maintain an overview of the progress and performance of schools and other educational settings in Brent, reporting as required to the Corporate Director (DCS), elected members and external agencies and partners.
11. Keep abreast of current developments and best practice regarding education and learning, providing timely advice and guidance to colleagues in response to legislation, government guidance and research.
12. Act as an effective ambassador and advocate for the Council with external organisations.
13. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that always safeguards the health and wellbeing of children and vulnerable adults.
14. Carry out duties with due regard to the council's customer care; equal opportunities; information governance, data protection and health and safety policies and procedures.
15. Undertake any other duties commensurate with the general level of responsibility of this post.

## Essential Requirements

### Qualifications

- Educated to degree level.
- Relevant professional qualification (including QTS).
- Evidence of significant relevant Continuing Professional Development (CPD).

### Skills

- Leadership and management (people, performance, and budget management)
- Strategic thinking and planning (medium and short-term service development)
- Communication, negotiation, and influencing skills
- Collaborative working across corporate, departmental, and multi-agency teams
- Data analysis using quantitative and qualitative information to improve services
- Producing effective service plans with measurable targets
- Ability to build strong relationships with stakeholders including head teachers, governing boards, elected members and children, young people, and their carers

- Knowledge of safeguarding legislation and school effectiveness legislation, including relevant guidance and regulations.
- Managing change and overcoming barriers to effective joint working
- Promoting service integration and partnership working
- Commitment to high standards of public service, professionalism, honesty, and integrity

## Experience

- Leadership and management at a senior level within large, complex organisations
- Delivering child and young person-focused services in diverse communities
- Leading school effectiveness support and improvement strategies across various education phases to prevent and tackle underperformance in different contexts and at all levels.
- Managing service demands and pressures to ensure timely delivery and quality standards, anticipating priorities and the changing landscape
- Budget management and performance monitoring
- Working with elected members and multi-agency partners
- Encouraging and facilitating effective participation of children and young people through different engagement approaches.
- Leading and implementing change initiatives to improve outcomes

## Budget Responsibility and Overall Headcount

Annual budget of circa £10 million

Service Headcount – 95

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs.*