

Job Description

Job Title:	Director of Education
Directorate:	Children and Family Services
Responsible to:	Corporate Director of Children and Family Services
Responsible for:	School Improvement, Early Years, Inclusion, Education Access and Provision, Quality Assurance and Curriculum, Virtual School, Schools Traded Services
Grade:	DH4 (£111,136 - £116,521 per annum)

Job Purpose

To lead the Education Division in all school facing services including quality assurance, school partnerships, SEND and inclusion. To take a lead responsibility in delivering on the improving education strategy and inclusion strategy, the Local Authority's response to the Schools White Paper and SEND reforms, as well as a key contributor to the draft Family Matters Stoke-on-Trent Children, Young People and Families Strategy 2026-30, and Best Start in Life, in raising the aspirations and achievements of children and young people in Stoke-on-Trent.

Key Accountabilities

Role specific

1. To provide clear and timely advice, guidance and support to the Corporate Director and Elected Members and contribute to policy and decision making.
2. To provide effective leadership to a team of Heads of Service, ensuring that the Council's strategic priorities and targets are understood, agreed and achieved.
3. To develop business plans, strategies, policies and procedures to deliver appropriate quality services to support the council's objectives with respect to education and respond to government legislation or directives.
4. To provide strategic and operational responsibility for improving educational outcomes to all pupils within the city through focused improvement activities which are monitored to prove demonstrable impact.
5. To develop and delivery strategies to ensure a high proportion of young people have the opportunity to receive a good level of education.
6. To ensure that all settings for which the Education Service has responsibility by appointment or contract are provided with the highest quality monitoring, support, challenge and intervention in order for them to raise standards and improve outcomes for all children and young people



City of
Stoke-on-Trent

7. Create coherence and partnerships across Early Years, Primary, Secondary, Post-16 phases, so that settings are enabled to work together effectively
8. To build capacity and support schools so they can take charge of their own improvement
9. To lead on teaching, learning, curriculum and assessment, ensuring that the performance of underachieving groups is positively addressed through targeted and timely intervention.
10. Work in partnership with the Directors of Children's Social Care to ensure safeguarding arrangements within Education are robust.
11. Champion the voice and influence of young people and families, ensuring they are at the centre of the development and delivery of education and early help services.
12. To ensure that all data and performance management information relevant to Children's Services is gathered, evaluated and reported on accurately and to agreed timescales. This will include information supporting Ofsted inspections of regulated services.
13. To work with stakeholders, partners and other local agencies to support and further develop a coordinated and multi-agency approach to delivering on the Children's Services agenda in Stoke-on-Trent.
14. To represent Stoke-on-Trent Children's Services and the Corporate Director at a local, regional and national level when required.
15. To support in the effective overall running of the City council by undertaking any other duties as required by the Corporate Director of Children and Family Services.

Corporate

1. To determine the best models of service delivery, across the division which delivers a high-quality customer experience and achieves high performance.
2. To develop/negotiate joint approaches to local service planning and delivery in partnership with all the relevant internal and external services providers and regional and national bodies.
3. To support and implement the Council's budget strategy within Government controls, including delivering on the requirements set by the section 151 officer on senior budget holders.
4. To develop and maintain appropriate relationships with diverse stakeholders including; elected members, council officers, local communities, businesses, Government departments, and other external agencies in order to maximise capacity and pool resources wherever possible, including undertaking work with other LAs.
5. To ensure the Council is equipped and supported to address all Government inspection and other external scrutiny in order to secure positive outcomes and high levels of achievement.
6. To ensure that the right systems, policies and procedures are in place which secure a high standard of probity, regularity and control at all times, including with respect to information governance.
7. Actively contribute to the role of the local authority as a corporate parent, in supporting our looked after children and care leavers to thrive



City of
Stoke-on-Trent

8. To embrace and role model the council's commitment to develop a culture of continuous improvement and restorative practice.
9. To develop and deliver opportunities for digital transformation that improve the experience and outcomes of residents, empowers the workforce and increase efficiency and productivity.
10. To ensure all employees within the portfolio have clear delivery plans, both in terms of their team as well as individually so that responsibility for achieving outcomes is shared and accountability is clear.
11. To act as an ambassador for the Council, promoting and enhancing the authority's image as a Member-led authority ambitious for the city, supporting the formation of strategic alliances and developing effective working relationships on a local, regional and national basis.
12. To lead on excellent employee relations through staff consultation and regular contact with Trade Union representatives at all levels.
13. To promote equal opportunities with our communities and staff through personal example, open commitment and clear action.
14. To develop a positive working environment encouraging active involvement of employees in shaping the co-production and delivery of services.

Key result areas

1. School readiness (GLD) and early years quality / sufficiency
2. School improvement and educational achievement, city wide and for vulnerable / under achieving groups
3. School place planning and oversight of academisation
4. Identifying and implementing the best model for effective, commercially driven, traded support services for schools
5. Inclusion and support for children with special educational needs and / or disabilities including the development of resource provision
6. Financially sustainable SEND provision, reducing out of city placements and increasing income from health partners
7. Financially sustainable Alternative Provision, reducing permanent exclusions and suspensions.
8. Financially sustainable school support services, particularly traded services and transport
9. Ensure early years and early help interventions are integrated, strengths based and support a whole family approach.
10. Ensure active engagement with children and young people and their families, in order to promote a culture of learning and coproduction
11. Quality Assurance, curriculum development and commissioning in relation to employment and skills including adult and community learning
12. Drive up the percentage of young people in employment, education and training (NEET)

Financing and Staffing Dimensions



City of
Stoke-on-Trent

- **Gross expenditure:** £117,469,816
- **Gross income:** £n/a
- **Capital budget:** £12,447,000
- **Staff:** 418 FTE

These duties are neither exclusive nor exhaustive and you may be expected to undertake duties and responsibilities, as directed by the Chief Executive.

Person Specification

Job Title: Director of Education
Directorate: Children and Family Services

Requirements - evidenced by: **a:** application form **b:** test **c:** interview

Knowledge and Qualifications - Technical	a	b	c
An appropriate professional qualification within the remit of the professions covered with evidence of continuous professional development.	✓		
A thorough understanding of the statutory and regulatory framework within the education and learning service area.	✓		✓
Experience of preparing for a national inspection i.e. Ofsted, etc	✓		✓
Experience of consistent achievement as a senior manager in one of the service areas.	✓		✓
Experience of leading a significant programme of change which had major impact on staff and processes.	✓		✓
Experience delivering best value through innovative, integrated, community focused service provision whilst promoting equal opportunities.	✓		✓
Experience in developing and maintaining positive and effective working relationships with diverse stakeholders and operating and negotiating with outside agencies	✓		✓
Experience of strategic management and achieving sustainable improvements, with the ability to translate strategic objectives into operational plans.	✓		✓
Experience of effective budget management at a high level and accountability for strict monitoring of resources.	✓		✓
Experience of commercial and business acumen, exploiting new opportunities to achieve output related change and an outward customer facing and community focus.	✓		✓

Competency Framework

Should you be shortlisted, you will also be assessed on the following competencies, where you will need to demonstrate/evidence how you meet the criteria.

Leading and Deciding	a	b	c
Deciding and Initiating Action Takes responsibility for actions, projects and people; takes initiative and works under own direction; initiates and generates activity and introduces changes into work		✓	✓



City of
Stoke-on-Trent

Leading and Deciding	a	b	c
processes; makes quick, clear decisions which may include tough choices or considered risks.			
Leading and Supervising A strong leader with energy, flair, resilience and credibility, provides others with a clear direction; inspires, leads, motivates and empowers others; recruits staff of a high calibre; provides staff with development opportunities and coaching; sets appropriate standards of behaviour.		✓	✓

Creating and Conceptualising	a	b	c
Formulating Strategies and Concepts Works strategically to realise organisational goals; demonstrates creativity, initiative, resourcefulness and resilience, sets and develops strategies; identifies, develops positive and compelling visions of the organisations future potential; takes account of a wide range of issues across, and related to, the organisation.		✓	✓

Organising and Executing	a	b	c
Planning and Organising Sets clearly defined objectives; plans activities and projects well in advance and take into account of possible changing circumstances; identifies and organises resources needed to accomplish tasks; manages time effectively; monitors performance against deadlines and milestones.		✓	✓

Adapting and Coping	a	b	c
Coping with pressures and setbacks Maintains a positive outlook at work; works productively in a pressurised environment; keeps emotions under control during difficult situations; handles criticism well and learns from it; balances the demands of a work life and a personal life.		✓	✓

Enterprising and Performing	a	b	c
Achieving personal work goals and objectives Accepts and tackles demanding goals with enthusiasm; works hard and puts in longer hours when it is necessary; seeks progression to roles of increased responsibility and influence; identifies own development needs and makes use of developmental or training opportunities.		✓	✓
Entrepreneurial and commercial thinking		✓	✓



City of
Stoke-on-Trent

Enterprising and Performing	a	b	c
Keeps up to date with competitor information and market trends; identifies business opportunities for the organisation; maintains awareness of developments in the organisational structure and politics; tenacious drive for continuous improvement, demonstrates financial awareness; controls costs and thinks in terms of profit, loss and added value.			