

Director of Education, Culture & Skills

Candidate pack



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Welcome from Edwina Grant OBE, Executive Director of Education and Children's Services

Many thanks for your interest in this post

Our ambition is that children, young people and their families are safe, healthy and achieve their full potential. This role is very much about the broadest possible view of the child and the journey to adulthood taking a strategic and holistic approach to education, culture and arts. Reporting into the Executive Director for Education and Children's Services, you will lead a multi-disciplinary team which may include services where you have no previous professional background or experience. You will be our operational lead for education, special educational needs, early help and cultural services. Your responsibilities will include supporting and challenging the diverse landscape of education from early years, to schools, through to further education. You will have exceptional and proven skills at building consensus with partners and stakeholders around provision and place-planning and linking this with the child's journey to adulthood and the wider skills agenda.

This role is part of the directorate senior management team and with support from senior colleagues will give you the opportunity to grow and develop your career, providing a great opportunity for a person with energy and ambition to become a future Director of Children's Services.

If you wish to know more about the job, the services you will be responsible for, or working for Lancashire County Council please look at the information contained in this document. If you would like to talk to me directly about the role, you can make an appointment to call me via my PA, Ann Vallely, on ann.vallely@lancashire.gov.uk or on 01772 538712.

Good luck with your application.

Best wishes



Edwina Grant OBE
Executive Director of Education and
Children's Services

About Us

The county council exists to serve everyone who lives or works in Lancashire, helping people to be healthy, happy and enjoy a good quality of life. We are also here to protect the most vulnerable members of our communities who need some extra support.

Some of our services are very visible to everyone in the county, but there are many others you may only know about if you come into direct contact with them.

From attracting companies here to create new jobs and working with hundreds of schools to deliver a good education, to arranging help at home for people who are unable to get by on their own, in different ways we touch on the lives of everyone in the county.

About the role, what we are looking for...

Passion – You will be passionate and ambitious about making a difference to the lives of children, young people and adults across Lancashire who we support through our educational settings, libraries, museums and cultural services. You will provide both strategic and operational leadership in education, SEND, early help and cultural services with responsibility for support and challenge within the diverse landscape of education from early years and schools through to further education. You will be passionate about dynamic leadership and service excellence, supporting the vision and strategy which enables our services to support educational settings to achieve strong ambitions and the best academic outcomes for children and young people. The driver for success in this role will be your passion for people, those in your employ and the individuals we support – there is significant challenge, delivery and responsibility in the remit of the role but your personal ethos is what will deliver the professional leadership behaviours, support and care we want.

Inspirational, Resilient and Strategic Leadership – You will have both a professional and politically sensitive leadership approach with the ability to confidently communicate with all levels in the organisation whether that is relationships with councillors, deputising for the Executive Director or influencing wider partners. You will have the ability to see the bigger picture, how your team and your own decisions can impact the wider organisation and how each service can support and enhance another. You will be supporting a team, inspiring them to model your behaviours and your own resilience; you will set the standards, support their development and drive service delivery.



Innovative and Collaborative – You will be adept at understanding the relationship between strategic engagement, goals, objectives and how innovation can be a key driver to delivering them whilst realising that we cannot do this in isolation. You will work collaboratively with partners and stakeholders to achieve positive outcomes for children and families with a focus on a 'right first time' approaches, supporting the process of reform and transformation of special educational needs delivery to ensure that it is fit for the future. You will develop and implement strategic business plans in line with the core purpose and objectives of delivering teaching and learning, supporting collaborative strategic education partnerships and the development of a skills agenda that supports our ambitious regeneration projects.

Why join us...

Development – We will ensure that personal and professional growth and development opportunities come your way. This will include time for supportive reflection and supervision for yourself, multidisciplinary initiatives, mentoring, the opportunity to make a difference, feel valued and achieve the job satisfaction you have always wanted. We also have a range of courses, workshops and qualifications that you can enjoy.

Inclusivity – We do not have a "one size fits all" idealism, we embrace diversity and that includes around personal and family requirements so appreciate that you will want to be working from home when possible, your hours may vary or change. Delivering successful outcomes is more important than watching the clock.

We are committed to achieving a diverse workforce so we would especially welcome applications from those who would support that challenge whilst enhancing our service by joining us.

Job Description - Director of Education, Culture and Skills

Grade/salary: Director - D2

Location of work: County Hall, Preston

Directly responsible to: Executive Director of Education and Children's Services

Purpose

Leading the operational role of the local authority in education, special educational needs, early help and cultural services, with responsibility for supporting and challenging the diverse landscape of education from early years, to schools, through to further education. Supporting the vision and strategy which enables local authority services to support educational settings to achieve strong ambitions and the best educational outcomes for children and young people.

For children who go to a school in Lancashire, our ambition is that:

Children, young people and their families are safe, healthy and achieve their full potential.

To support this the post holder will:

- Develop the strategy for schools, including taking a 'status neutral' approach to working with academy trusts.
- Develop the emergent team around the schools and settings model.
- Develop the Early Help Service to become a strong and wide-ranging response to early intervention and preventative work to avoid children entering the Children's Social Care system.
- Continue the development work on services for children with special educational needs.
- Contribute to the development of a coherent further education skills strategy with the authority and its partners.
- Oversee the management of the Libraries, Museums and Cultural Services team.

Scope

- Accountable for the delivery of the job purpose through strategic direction and leadership of an effective operating model, including the workforce, service priorities, statutory requirements and regulations, and systems.
- Work with the Council's Management Team, Elected Members and partners to ensure compliance with statutory requirements and regulations to deliver the job purpose.
- Work as part of a collaborative Education and Children's Services Directorate Leadership Team, leading and developing multi-agency strategic partnerships.

Accountabilities/Responsibilities

- Ensure services are delivered and measured against internal and external performance targets/standards and positive outcomes for children and families.
- Lead and direct the development and maintenance of a motivated, performance focused workforce that is trained, professional, effective and committed to the success of the operating model, service standards and positive outcomes for children and families.
- Develop and implement strategic business plans in line with the core purpose and objectives of delivering teaching and learning, supporting collaborative strategic education partnerships and the development of a skills agenda that supports our ambitious regeneration projects.
- Leadership of and mitigation against significant risk within education, culture and skills.
- Ensure robust systems are in place to maintain and produce accurate and timely data required for statutory compliance, monitoring against performance standards and evaluation of service delivery.
- Act as the single point of contact for corporate departments whose role and purposes requires an interface with this role.
- Model a focus on data prediction and analysis to ensure prioritisation on the most vulnerable learners.
- Positively engage with partners and stakeholders to achieve good outcomes for children and families with a focus on 'right first time' approaches.
- Support the process of reforming and transforming special educational needs delivery to ensure that it is fit for the future.
- Advise the Council's Management Team and Elected Members on appropriate strategies and policies required to deliver the job purpose.
- Strategically contribute and lead on the delivery of council wide objectives and projects to support the council's future vision and operating model.

Performance Indicators

- Responsible for the delivery of key performance indicators and standards of practice.
- Quality of service and compliance against statutory, regulation and best practice standards and requirements.
- Achievement of service wide objectives and targets.
- Delivery of joint performance indicators and standards of practice with partners and multi-agencies.

Person Specification - Director of Education, Culture and Skills

| Qualifications | |
|----------------------|---|
| 1. | Honours Degree level qualification or equivalent experience in any relevant subject |
| 2. | Relevant professional/management qualification or equivalent |
| Experience | |
| 4. | Significant leadership, experience and delivery of major operational services within a complex organisation. |
| 5. | A demonstrative record of achieving and delivering educational or aligned services to a high standard. |
| 6. | Successful leadership and delivery of large-scale change programmes and management of reducing resources. |
| 7. | Successful development of multi-agency partnership and collaborative working, to enhance service delivery and maximise best value benefits. |
| 8. | Successful development of strategic solutions and outcomes to meet statutory requirements, regulations, improved service standards in response to existing and emerging priorities. |
| 9. | Experience of designing, delivering or collaborating with programmes for children with special educational needs. (Desirable) |
| Knowledge and Skills | |
| 11. | Extensive knowledge and understanding of local government and of the areas of responsibility. |
| 12. | Ability to lead, manage and motivate services/teams in a challenging and changing environment. |
| 13. | Excellent understanding of the political context at a local, regional and national level and the ability to operate sensitively and efficiently within a political environment. |
| 14. | Strategic and analytical thinking skills to provide creative and fit for purpose solutions to problems within the area of responsibility. |
| 15. | Ability to work collaboratively, as part of the senior leadership group, and take shared responsibility for organisational performance. |
| 16. | Ability to build, maintain and influence effective working relationships both internally and externally with key stakeholders and partners. |
| 17. | Provision of strategic direction within the relevant area of responsibility in an environment of reducing financial resources. |
| 18. | Highly developed interpersonal and communication skills. |
| 19. | Ability to provide evidence of direct experience of improving teaching and learning as part of a systems approach to delivering educational outcomes. (Desirable) |
| 20. | An understanding of current trends in systems leadership to deliver education outcomes or outcomes for aligned services. (Desirable) |

| Other (including special requirements) | |
|--|--|
| 20. | Equal Opportunities We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work. |
| 21. | Health and safety All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy. |
| 22. | Customer Focused We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times. |
| 23. | Safeguarding Commitment We are committed to protecting and promoting the welfare of children, young people and vulnerable adults. |
| 24. | Skills Pledge We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already. |
| 25. | This is an essential car user post In certain circumstances consideration may be given to applicants who are unable to drive due to a disability. |

Terms of employment and employee benefits

The conditions of service are those prescribed by the National Joint Council for Local Government Services and by the county council.

The appointment is subject to the receipt of satisfactory references and medical clearance.

Salary

The annual salary scale is £95,326, increasing in four increments to a maximum of £103,645.

Car Lease

You will be eligible to take part in the council's car lease scheme for senior officers or, if you choose not to, we will provide you with an annual cash amount of £5,300 p.a. as an alternative.

Annual leave

You will be entitled to 25 days' annual leave, plus 10 statutory and extra statutory days. Your leave entitlement will increase to 31 days after 5 years' continuous local government service.

Relocation expenses

A relocation package is also available.

Pension

If you are not already a member of the Local Government Pension Scheme, you will be brought into the scheme when you take up your position.

Our Values

We are helping you to make Lancashire the best place to live, work, visit and prosper.



Supportive

We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.



Innovative

We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.



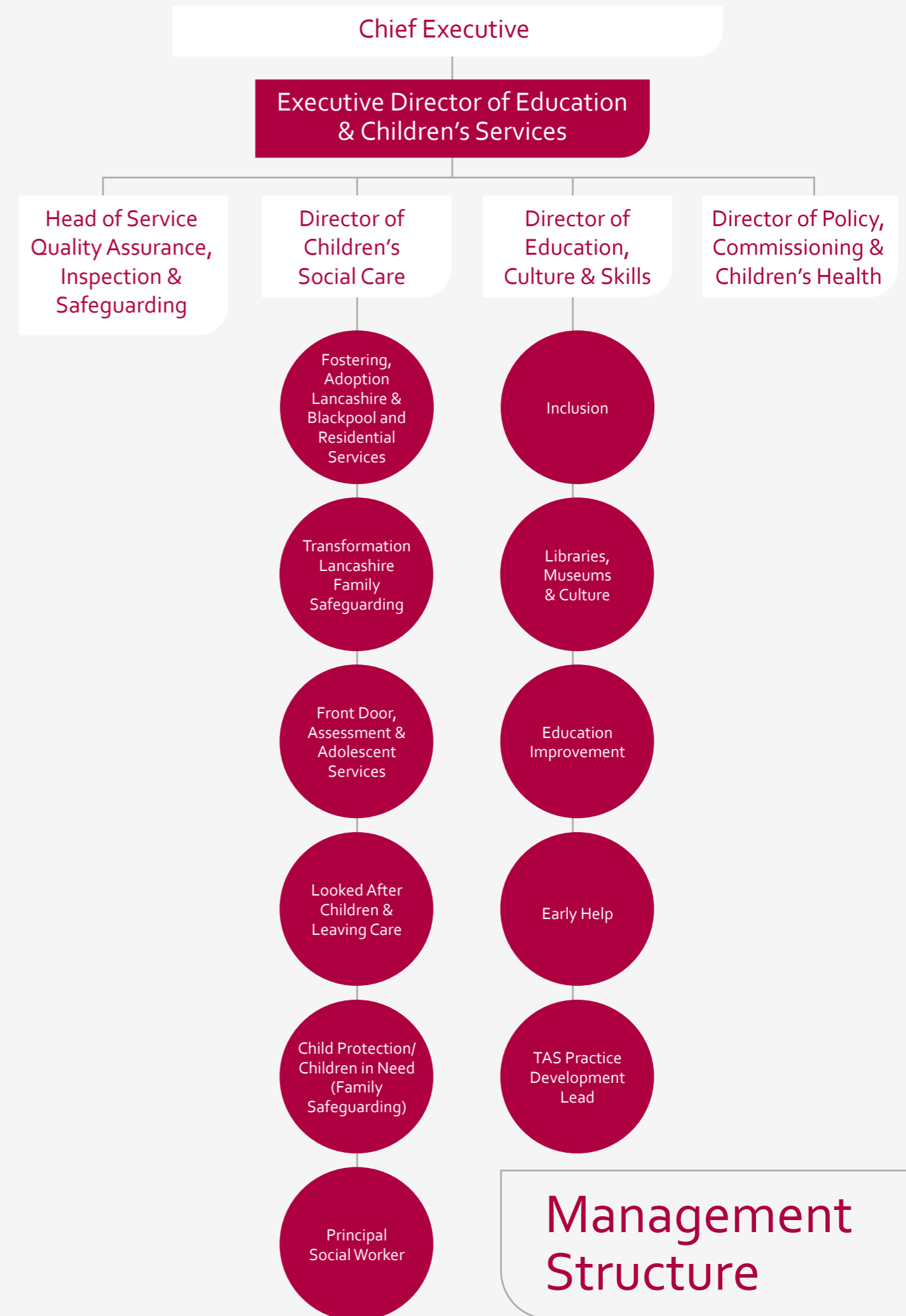
Collaborative

We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.



Respectful

We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.



Political composition of the county council

Our corporate governance structure consists of a leader, a cabinet and an overview and scrutiny function.

The full council, which sets the budget and council tax levels and approves the council's policy framework, consists of 84 county councillors. Full council appoints the leader, who then appoints cabinet members. The cabinet, chaired by the leader of the county council, implements policy and runs county services. Individual cabinet members have been given specific areas of responsibility, but all decisions are taken collectively by cabinet.

The current political composition of seats on the council is:

- Conservative 48
- Labour 32
- Green 2
- Liberal Democrat 2

The county council elections were held in May 2021.

District and parish councils

The Lancashire County Council administrative area has 12 district councils and over 200 parish and town councils.

The districts are:

Burnley Borough Council
Chorley Borough Council
Fylde Borough Council
Hyndburn Borough Council
Lancaster City Council
Pendle Borough Council
Preston City Council
Ribble Valley Borough Council
Rossendale Borough Council
South Ribble Borough Council
West Lancashire Borough Council
Wyre Borough Council

The County of Lancashire also includes two unitary authorities i.e. Blackpool and Blackburn with Darwen.

Parliamentary seats

The County of Lancashire has 16 members of parliament

| | |
|-----------------------------|---------------------------------------|
| ROSSENDALE & DARWEN | Jake Berry MP (Conservative) |
| WEST LANCASHIRE | Rosie Cooper MP (Labour) |
| FYLDE | Mark Menzies MP (Conservative) |
| PRESTON | Mark Hendrick MP (Labour) |
| RIBBLE VALLEY | Nigel Evans MP (Conservative) |
| SOUTH RIBBLE | Katherine Fletcher MP (Conservative) |
| CHORLEY | Sir Lindsay Hoyle MP (Labour) |
| WYRE & PRESTON NORTH | Ben Wallace MP (Conservative) |
| MORECAMBE & LUNESDALE | David Morris MP (Conservative) |
| LANCASTER & FLEETWOOD | Cat Smith MP (Labour) |
| PENDLE | Andrew Stephenson MP (Conservative) |
| HYNDBURN | Sara Britcliffe MP (Conservative) |
| BLACKPOOL NORTH & CLEVELEYS | Paul Maynard MP (Conservative) |
| BURNLEY | Antony Higginbotham MP (Conservative) |
| BLACKBURN | Kate Hollern MP (Labour) |
| BLACKPOOL SOUTH | Scott Benton MP (Conservative) |





How to apply

We are working in partnership with GatenbySanderson who are supporting us in managing the recruitment process.

Your application should include:

- a current CV, including details of your current salary;
- a supporting statement setting out how you meet the criteria set out in our person specification, your reasons for applying and what you will bring to the role;
- the names, positions, organisations and contact details of two referees, one of whom should be your current or most recent employer (if you do not wish us to approach your referees without your permission, please clearly state this); and
- details of any dates when you will not be available or when we might have difficulty contacting you.

Submit your application



You should submit your application via this link to the [GatenbySanderson](#) website

For an informal discussion, please contact Nick Cole on **07867 451183** or Louise Bickley 0113 205 6068.

Recruitment timetable

| | |
|----------------------------------|------------------------|
| Closing date for applications | Thursday 24 March 2022 |
| Longlisting | w/c 28 March 2022 |
| Technical Assessment (via Teams) | Monday 4 April 2022 |
| Assessment centre | Tuesday 5 April 2022 |
| Final panel interview | Thursday 14 April 2022 |

