



<b>Job Title:</b> Head of Access and Pupil services	<b>Role Profile Number:</b> <b>SBC_12223</b>
<b>Grade: CFL 13</b> <b>Salary:</b>	<b>Date Prepared:</b> July 24
<b>Directorate/Group:</b> Children’s Services	<b>Reporting to:</b> Director Education, Inclusion and Skills
<b>Structure Chart attached:</b>	No

**Job Purpose**

To strategically lead multiple service areas within Swindon Borough Council Children’s Services (Inclusion and Achievement division) and work effectively with colleagues across Childrens services and Swindon Borough Council and partners in order to ensure delivery of high quality, strengths-based and outcome focussed services in accordance with a range of statutory responsibilities and regulations.

To ensure the provision of services that safeguard and protect children and young people, ensuring that they have access to, receive and are included in appropriate education, and achieve outcomes and skills that prepare them for adult life in Swindon and to be an excellent and ambitious corporate parent to children in Swindon’s care and a champion of children and young people who meet Government vulnerable children criteria. These services will support young people up to 25 where appropriate.

To drive service improvement and support innovation in the development of services. To deliver on the Council’s, Directorate’s and Service’s vision, priorities, and strategic and operational plans.

**Key Accountabilities**

- To ensure that the voice of the child and young person is at the heart of practice with children, young people and their families and that services are responsive and impactful for them.
- To ensure that through quality assurance and effective performance management we are able to deliver high quality services which have measurable positive outcomes for children and young people and their families.
- To establish and maintain strong partnerships with multi-agency partners to deliver effective support for children, young people and families with child safeguarding and corporate parenting needs and those with statutory SEND. This includes responding promptly to concerns raised by internal and external stakeholders about individual children and service wide issues
- To collaborate with others to create the best results in services for all children, families, and especially vulnerable groups, including Children in care, care leavers, those on child protection plans

or children in need, those children in statutory SEND services.

- To develop and create build winning teams through ensuring the right conditions to secure a culture of best practice, self-improvement, solution focused using reflection, feedback, continuous learning and support.
- To recruit and retain the optimum workforce as required above.
- To develop data requirements, and to be able to understand, use, and promote the use of data to benchmark and analyse performance.
- To establish quality assurance activities and reporting to evaluate practice and improve services.
- To develop with senior colleagues and embed an approach across responsible teams which facilitates learning and development and an accountability to children, their families and the workforce
- To observe practice across responsible services and provide meaningful feedback that supports improvement in service delivery.
- To strategically plan, manage and monitor the use of available financial, physical and human resources, and make efficiency savings to ensure that the strategy for the directorate is achieved.
- To co-produce strategic and service plans that are SMART, focused, outcome orientated, and ambitious.
- To be able to scan the horizon and be responsible to implement any changes in legislation, guidance and policy; and to identify innovation with proven results to bring to Swindon.
- To represent the directorate and department in a range of internal and external fora, conveying professional confidence and instilling trust in the organisation.
- To provide reports and briefings to Directors, Council elected members, scrutiny and cabinet as required in response to specific matters and/or development of policy and legislation relevant to the services.
- To manage risk effectively; to anticipate, plan for, and escalate issues which effect the service's resilience and effectiveness or where there is risk of reputational damage to SBC
- To promote and develop good working relationships in accordance with HR policies and codes of practice, and to follow agreed procedures for the resolution of staff disputes, and concerns about absence, conduct, performance, and competence.
- To respond effectively to complaints about the service.
- To participate in the out of hours on call Senior Management rota as required.
- To ensure that the statutory inspection process of all services are managed and all requirements of inspection are met in a timely way.
- To ensure that any commissioned services are procured and monitored in line with the Council's Policies and Procedures.

### **Supplementary Accountabilities**

- Provide delegated cover for the Director of Education, Inclusion and Skills as required
- To work across all schools and colleges at strategic level to develop partnerships across schools, colleges and business partners with the LA as a key partner, ensuring transparent financial accountability, sustainability and improve outcomes for young people
- To ensure LA duties for sufficiency, access to school places and attendance are in place, and performing well against national benchmarks and in line with legislation and statutory guidance.
- To lead and manage the educational capital grant, and related schemes from need to project delivery

- To undertake relevant needs assessments for school places, specialist places, post 16 provision and early years provision, provide statutory returns and monitoring to DfE as required
- To liaise and inform lead members and prepare reports as required under SBC governance arrangements.
- To work with all schools to ensure school based statutory requirements are in place and achieving good outcomes for all children, especially for vulnerable groups and including those at early help and SEN support, those who maybe missing out of education through poor attendance or exclusion.
- To ensure value for money across all services, internal or commissioned within direct responsibility, within General funds or Dedicated schools grant and contribute to savings across Council services
- To promote the safety and well-being of all children in schools and to ensure school- based policies/ processes and practice is in place and securing good outcomes for all children and to lead on Education Safeguarding responsibilities in the Swindon Safeguarding Partnership
- To work with senior colleagues across Children’s services to develop One Children’s service

### **Knowledge & Experience**

- Demonstrable evidence of leadership and management development.
- Demonstrable evidence of managing multiple education facing services including strategic development and implementation including responsibility for operational staff.
- Thorough knowledge of relevant legislation, guidance and the policy context relating to the work of children’s services and education.
- Ability to lead and implement change including with partners from other organisations
- Excellent management and leadership skills
- Demonstrable project management experience
- Excellent communication skills with the ability to communicate clearly to a range of audiences, including children and young people, and across organisational boundaries
- Ability to monitor and manage budgets, contribute to the budget setting process and identify additional need or savings as relevant.
- Able to work flexibly to meet the demands of the division (including evening and weekend as necessary)
- Experience of successfully leading and supporting inspection activity.
- Understanding and knowledge of the workings of local government, including its legal, financial, social, political context, and political processes.
- Able to demonstrate professional and personal integrity and resilience through a problem-solving and constructive approach.

### **Qualifications**

- Degree level qualification or equivalent experience
- Masters in a relevant area of choice, leadership or change or equivalent experience (desirable)
- Evidence of continuing professional development

### **Decision Making**

- Taking responsibility for managing risks and making decisions that are proportionate and lawful.
- Organising and prioritising work so that decisions are made in a timely way and in order of priority.

- Monitor and manage large budgets; participate in budget-setting processes; and deliver services that are financially accountable and responsible in relation to public resources.
- Ability to work flexibly under pressure to both self-determined and prescribed deadlines

**Creativity and Innovation**

- To produce and present accurate, detailed, and complex reports and present information in a way that is useful and compelling to the audience.
- Credibility, integrity and ability to manage through change

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• Up to 6 direct reports</li> <li>• Matrix management of staff co-located from other organisations, as required</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• Operational management decisions within scheme of delegation</li> </ul>	<p><b>Budget Holder Responsibility:</b></p>    <p><b>Asset Responsibility:</b></p>	<p>Yes</p>    <p>yes</p>
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**Contacts and Relationships**

Wide range of audiences both internally and externally across organisational boundaries:

- Children, young people, parents, and wider family
- School and education setting partners
- Wider external partners including health, police , voluntary sector, business ,other
- Member of senior leadership team and leader of service management team
- Commitment to challenging all forms of unfair and unlawful discrimination, false assumptions, prejudice and stereotyping, and to ensure effective implementation of policies, procedures and practices to ensure all people have fair and equal access to our services and job opportunities
- To remove discrimination, develop equality of opportunity, eliminate harassment, promote better relationships between different communities and encourage participation in public life.

<p><b>Employee Signature:</b></p>	<p><b>Print Name:</b></p>
<p><b>Date:</b></p>	

<b>Line Managers Signature:</b>	<b>Print Name:</b>
<b>Date:</b>	