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| <b>Title</b><br><b>Group Manager - Education Improvement, Standards and Inclusion (Hay G pending formal evaluation)</b>   | <b>Department</b><br><b>Children and Families Education, Learning and Skills</b>  | <b>Post Ref.</b> |
| <p><b>Job Purpose</b></p> <p>This is a key role to lead the delivery of statutory services in relation to school improvement, and in particular schools causing concern; school governance and effective provision and outcomes for children and young people with complex special educational needs, in line with the presumption for mainstream placement, as set out in the SEND Code of Practice. The core purpose of this role will be to ensure that key education statutory duties are delivered in an increasingly complex and fast-changing educational landscape.</p> <p>The post holder will lead and manage teams of specialist professionals and will lead and develop the existing partnership work around school collaborations, school to school partnerships, as well as leading on the development of locality working to support schools to meet the needs of children and young people with complex SEND in mainstream placements across every district in Nottinghamshire in partnership with parents, schools, LA SEND services, Teaching School Alliances, Dioceses, Multi-Academy Trusts, health, social care, and the Regional Schools Commissioner.</p> |   |                  |
| <p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. To lead and manage the Education Improvement, Standards and Inclusion Group.</li> <li>2. To act as an exemplar for the Council's vision and values at all times</li> <li>3. Production of and delivery of service plans, including agreeing targets with their Service Director</li> <li>4. Delivering the services within the performance targets in the service plans</li> <li>5. Reporting changes in the operating environment where these require amendment of the service plan</li> </ol>  | <p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"> <li>1. Delivering services agreed in the service plan within agreed resources; this will include targets for improving efficiency and customer satisfaction</li> <li>2. Staff performance within the services managed</li> <li>3. Delivering services within the allocated budget</li> <li>4. Taking decisive and robust action and reporting issues where unforeseen events impact on service delivery targets including budget. This includes directly intervening in maintained schools where necessary and robustly challenging the RSC/DfE in relation to non-community education providers</li> </ol> |                  |

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| <ul style="list-style-type: none"> <li>6. Fulfilling all duties to effectively manage the performance of and ensure the welfare of all staff in services</li> <li>7. Providing timely and accurate information about customers including data on future trends</li> <li>8. Providing strategic leadership and operational management of the Service Group, ensuring it delivers high quality child focussed services and strategies placing the needs of children and young people at the core of all strategies, plans and delivery models.</li> <li>9. Developing and maintaining effective internal and external partnerships to support the aims of the service</li> <li>10. Providing the strategic educational lead for school improvement, including strategic leadership of Nottinghamshire's Strategy for Improving Educational Opportunities for All, with a particular focus on vulnerable/disadvantaged groups</li> <li>11. Providing cross authority leadership in relation to school improvement and inclusion of children and young people with complex SEND in mainstream placements.</li> <li>12. Co-ordinating Local Authority responses to Ofsted Qualifying Complaints from Education, Learning and Skills Division and Health and Safety</li> <li>13. Overseeing the allocation of Trade Union Facilities funding to eligible schools and monitoring the income and expenditure on the Budget</li> <li>14. Being a full member of the Education, Learning and Skills Divisional Leadership Team</li> </ul> | <ul style="list-style-type: none"> <li>5. Providing data about customers and the operating environment</li> <li>6. Meeting statutory or regulatory standards that apply to the services managed</li> <li>7. Maintain appropriate standards in relation to Health and Safety, Safeguarding and GDPR</li> <li>8. To deputise for the Service Director as required.</li> </ul> |
| <p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>  |   |

## ***Person Specification***

### ***Education and Knowledge***

1. Relevant leadership and management qualification or equivalent experience.
2. A relevant professional education qualification, preferably with qualified teacher status
3. Evidence of relevant continuous professional development
4. A clear understanding of the legislation and other relevant educational law and policy affecting school improvement, school governance and inclusion of children and young people with complex SEND in mainstream placements.
5. Comprehensive knowledge and understanding of the main issues and influences affecting the various service areas covered by this role in a national and local context that is changing rapidly
6. Comprehensive knowledge of the principles and practice of:
  - effective people management;
  - excellent customer service;
  - continual improvement using an evidence – based approach and,
  - appropriate risk management.

### ***Experience***

15. Minimum of 10 years' experience of service delivery, including resource planning, performance management and effective and efficient delivery, in a relevant service area, which includes schools or other education provision
16. Significant experience of leading changes in a service delivery environment with responsibility for direction of a service

### ***Leadership and Management***

7. A high level of personal drive and integrity and an understanding of how their personal leadership style impacts on service outcomes.
8. Strong interpersonal skills enabling the post holder to provide purpose and direction to others in a challenging and changing environment.
9. Effective professional engagement with autonomous partners, staff and other key educational stakeholders. This will include a direct interface with elected Members to ensure that national and local educational policy is delivered robustly, transparently and fairly across the County.
10. High level influencing and negotiation skills with an ability to provide strong challenge to external partners which will include Multi Academy Trusts and other educational providers.
11. Ability to make decisions and solve problems in a changing and complex service environment. This will include managing high levels of risk including reputational risk and will necessitate planning
12. Solutions and reprioritising personal and service resources to meet complex and unexpected challenges.
13. Maintain a professional and purposeful relationship with key partners which include academies and the Regional Schools Commissioner (RSC/DfE)

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| <p>involving the co-ordination and integration of a number of sub functions</p> <p>17. Significant experience for leading change in a service delivery environment which is complex with responsibility for direction of a service involving the co-ordination and integration of many internal and external partners</p> <p>18. Experience of managing service development in respect of the safeguarding of children and young people within an educational provision</p> <p>19. Experience of successful planning, management and delivery of complex programmes/projects in a relevant educational field within allocated financial and other resource budgets</p> <p>20. A proven track record of managing service areas, to maximise capacity to deliver services in an increasingly dynamic environment</p> <p>21. Demonstrable experience of building and maintaining credibility and positive working relationships with elected members and other key stakeholders for the services allocated to this post</p>  | <p>14. Ability to meet agreed broad service objectives and delivery targets through the organisation of human, physical and financial resources.</p> |
| <p><b><i>Role Dimensions</i></b></p> <p>1. Monitoring, evaluation, support, challenge and intervention in schools and other education settings</p> <p>2. Management responsibility for a large, multi-disciplinary team of approximately 100 fte officers, including 4 direct reports. This Group Manager will also oversee the quality and impact of the work of approximately 20 Associate School Improvement Advisers. In addition, this Group Manager will oversee all Partnership work with schools in relation to school improvement and school governance. Management responsibility covers both Soulbury, Hay evaluated posts and staff on Teachers Terms and Conditions.</p> <p>3. Financial responsibility for posts funded by the Dedicated Schools Budget, including the high needs elements (£3.2 M approx.) and some LA revenue budget, including former school staff pension enhancements (LA revenue 5M and DSG 1M approx.). The post holder will also have responsibility for securing the data to confirm the spend on the School Improvement Grant, which in 2018/19 was approximately £0.7M and oversee spending from the Trade Union Facilities Budget</p> |  |

Tier 4 – Group Manager

4. Management responsibility for reviewing, co-ordinating or providing responses to Ofsted Qualifying Complaints from a range of LA services on the effectiveness of leadership and management and the quality of education in publicly-funded schools in Nottinghamshire, including concerns about school responses to allegations of bullying; management of behaviour; health and safety and provision for children and young people with SEND
5. Working collaboratively with the Group Managers for Education Access and Psychology Services to ensure cohesive and coherent support, advice and challenge is provided to schools, other educational settings, internal and external partners in relation to effective provision and outcomes for all children and young people attending publicly funded schools and other educational settings in Nottinghamshire.

*Please attach a structure chart*

Date