

Job Description



Children, Families and Education Directorate

JOB TITLE: Service Director – Learning

LOCATION: County Hall, Maidstone

RESPONSIBLE TO: Managing Director – Children, Families and Education

GRADE:

1. Job Summary:

Provide strategic leadership for the Directorate as a member of the Directorate's Senior Management Team, assisting the Managing Director in meeting the current and future requirements of services for children, families and education and improving the life chances of every child.

Lead, direct, develop and manage support services for the organisation and operation of universal pre-school, school and post-school learning provision in line with statutory requirements, the quality assurance services for schools and pre-school settings, and the development of extended services to the community through schools

2. Principal Accountabilities:

- Direct specific services to schools and pre school settings ensuring effective service delivery to a high standard.
- Direct and lead services to enable the monitoring and evaluation of standards and achievement for all children and young people on behalf of KCC.
- Ensure compliance with legal requirements and County Council policies including the provision of places balanced against surplus capacity and implement closure/amalgamation/Federation processes where appropriate.
- Provide appropriate intervention in the leadership, management and governance of individual schools and settings where necessary, and especially to tackle under-achievement.
- Challenge schools and settings to develop robust self-evaluation, monitor and challenge standards of attainment, and foster a commitment to the achievement of excellence.
- Develop quality assurance processes for all phases of education, and promote curriculum innovation and improvement through the exchange of effective practice across settings, schools, partnerships and networks. Secure the effective implementation of National and Kent County Council strategies.

- Direct, develop and manage services to the community through extended school provision.
- Develop curriculum and skills provision beyond age 14 across the county, in partnership with local colleges, and in conjunction with integrated youth services, ensuring that this supports the Kent economy
- Advise central government, key stakeholders and Cabinet Members on policy formulation and the analysis and implementation of legislation for school and pre-school organisation and operation, and standards and achievement, ensuring consistency with other Divisions and Directorates in order to meet KCC's overarching objectives.
- Provide direction and vision for services and ensure qualitative and quantitative indicators for service delivery are met within agreed timescales. Develop, direct and implement Medium Term Business Planning and processes for review, monitoring and evaluation.
- Identify, develop and nurture relationships and networks with private, voluntary and public sector and community partners in support of Directorate and County Council goals at the highest level. Acting as the Directorate representative where appropriate or deputise for the Managing Director to ensure maximum opportunities for joint working and investment.
- Manage the Division staff and develop workforce planning, maintaining quality in recruitment, training and performance management and ensuring continuous professional development and improvement in service delivery.
- Secure the delivery of the service within the agreed Division budget and in line with Government and KCC financial regulations, maximising opportunities for gaining external funding to support service needs and in relation to Government targets.
- As a member of the Strategic Management Team, enhance the public perception of the Directorate, ensure synergy across all CFE services and contribute to the corporate management of the Council.

This job description is provided to assist the post holder to know their principal duties. It may be amended from time to time in consultation with you without change to the level of responsibility appropriate to the grading of the post

Signed (Job Holder) _____

Date _____

Signed (Line manager) _____

Date _____

Drafted 28.4.09