

# Job Description



**Children, Families and Education Directorate**

**JOB TITLE:** Service Director – Vulnerable Children

**LOCATION: County** 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 improve the life chances of every child.

Lead direct and develop strategy and resources for Children's Social Services, and for specialist services to support children and young people with additional educational needs, and/or being educated outside of the school system.

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## **2. Principal Accountabilities:**

- Develop, plan and direct all elements of children's social services strategies, operations and performance for the Directorate to provide effective service delivery and ensure standards are maintained for children's social services.
- Direct, develop and plan commissioning and provision of specialist health, social and educational services for the care, education and safeguarding of children and young people for the Directorate to ensure service delivery and standards are maintained.
- Manage Child Protection issues for the County, specifically prevention, early intervention and protection to meet statutory and policy standards, ensuring issues for 'at risk' children are addressed with appropriate agency intervention including prosecution where necessary.
- Direct and lead consultation with partners and key stakeholders on the provision of services in line with legislation and Kent priorities.
- Develop and manage assessment processes to meet current thresholds of need for children and their families

- Engage with local agencies and partnerships to ensure that preventative strategies are developed and implemented, in order to reduce the burden on services addressing high level need.

- Practice and promote a total quality management approach to the direction and management of all services which is consistent with improved results and outcomes against agreed performance targets – e.g. Kent Agreement targets – and other relevant indicators.
- Ensure that all staff engage positively with other agencies to secure best outcomes for children.
- Advise central Government Cabinet Members, partners and key stakeholders on the implementation of policy and legislation, ensuring consistency between Children’s Services, other Divisions within the Directorate and other Directorates in order to meet KCC’s overarching objectives.
- Identify, develop and nurture relationships 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.
- 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.
- 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 in maximising opportunities for gaining external funding to support service needs in relation to Government Targets.
- As a member of the Senior 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 \_\_\_\_\_

28.4.09