

Job Description

Job Title	Director of Education and Inclusion
Directorate	Children and Young People's Services
Service Area	Education
Grade	Directors Level 1
Competency Level	4
Salary	£116,789 - £144,271
Job Type	Hybrid
Location	Cunard Building
Disclosure and Barring Service (DBS)	Enhanced with Child Barred List (Child and Adult Workforce)
Job Evaluation Ref No	Please note that this post is designated as a politically restricted post under the Local Government and Housing Act 1989
Politically Restricted Classification	

Job Purpose

Ensure that the Council fulfils its statutory duties in relation to Education Standards and Performance and ensure sufficiency of education places across the city.

Work with all key stakeholders and providers to deliver improved education outcomes for all our children and young people.

Contribute to, and support, wider corporate development programmes and initiatives, including taking the lead of appropriate strategic development projects.

Oversee school admissions processes and act as the strategic lead officer for wide range of partnership activity, such as Lead Client for Schools Improvement Liverpool contract.

Work with colleagues across all directorates collaboratively and support the Corporate Transformation Team.

Directly Responsible For:

Head of SEND; Principal Educational Psychologist; Head of Statutory Education Services

Directly Responsible To:

Corporate Director – Children and Young People's Services

Main Areas of Responsibility:

- Overall leadership and management of strategies and services to ensure all children and young people in Liverpool have access to good or outstanding early years, school and college provision, across mainstream, special and alternative provider settings
- Play a lead role in ensuring that education services meet the needs of all children and young people, their families and schools, with a focus on prioritising those most vulnerable and at risk
- Supporting and advising the Education Improvement Board
- Provide advice and direction on all aspects of education ensuring that professional advice, including that in relation to sensitive corporate, strategic and political issues is given the Corporate Management Team, Elected Members (in whatever capacity), other directors, managers and employees



- Lead on strategic planning and outcomes relating to pupil inclusion including behaviour and attendance, education safeguarding, virtual school, alternative provision, SEND and extended services to support and engage vulnerable pupils
- Foster and develop relationships with Head Teachers and their associations that ensures positive partnership working arrangements
- Work with Head Teachers and other key stakeholders to review and improve current working arrangements and systems ensuring coherence around services, support, networks, groups and committees
- Promote and implement inclusive practice in all aspects of employment and service delivery
- Ensure and embed a problem-solving approach to tackling issues
- Foster and develop relationships with other key individuals and agencies – including the Diocese and Archdiocese, Regional School Commissioner, OFSTED, Department of Education
- Plan for and ensure that the delivery of educational services improves the quality-of-life outcomes for children and young people and to challenge/support schools to continuously raise educational outcomes
- Ensure that the LA meets the requirements of the OFSTED/CQC Frameworks for inspecting SEN provision
- Ensure that the LA meets its statutory duties in relation to the sufficiency of and admission arrangements for Education and Early Years Places
- Ensure that LA meets its statutory duties relating to Access and Inclusion and specifically the SEN code of Practice and the reforms outlined in the 2014 Children and Families Act
- Ensure that there are effective quality assurance and performance management arrangements are in place to facilitate continuous improvement of service delivery and to monitor performance
- Manage effectively and within agreed parameters and policies, all financial and human resources within the post's span of responsibility

- Contribute to and develop relevant corporate and other strategies as required to deliver on corporate and relevant objectives
- Keep up to date with existing and emerging national, regional and local policy and funding developments, joint ventures and other delivery models to ensure that Liverpool is at the forefront of innovative thinking on service design, commissioning and delivery
- Lead on presentations and reports to Senior Offices and Elected Members
- Deputise for the Corporate Director, Children and Young People's Services as required
- Provide technical and professional advice to the elected Members particularly the Cabinet and the relevant Cabinet Members and Select Committees and Officers.
- Provide focus and drive within your area of service responsibility and associated supply chains for delivery of the Councils Net Zero Action Plan, identifying and removing barriers to progress and action

Broad Areas of Responsibilities

- Provide financial, technical, and professional advice to the Leader, elected Members, particularly the Cabinet and the relevant Cabinet Members and Select Committees and Officers
- Work in a corporate and co-operative way with all senior management, members and staff aligned with the organisational values and behaviours ensuring open, honest and transparent communication
- Horizon scanning and identifying "world class" evidence-based research supporting transformation and improvement
- Develop the City Council's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken
- Ensure that work complies with all statutory and governance requirements, Standing Orders and Financial Regulations of the City Council and ensure

that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the City Council safety plan

- Observe and fulfil the seven principles of public life (also known as the Nolan Principles) and our organisational values
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Provide focus and drive within your area of service responsibility and associated supply chains for delivery of the Councils Net Zero Action Plan, identifying and removing barriers to progress and action
- Being fully accountable for the effective management and control of delegated capital and revenue budgets in the delivery of the Council's strategic objectives and policies
- Being responsible for ensuring that there is a culture of value for money and compliance with financial regulations across the service
- Have regard for and use of relevant performance and financial benchmarking data as part of business planning to identify opportunities for improved value for money
- Maintaining up to date financial records on the Corporate Finance System
- Responsible for commissioning and interpreting financial management information in performance reports and making informed/strategic decisions
- Responsible for financially planning, procuring, and negotiating commercial arrangements to ensure risks are managed within budget affordability limits and best value is achieved

Leadership Capabilities

Strategic Awareness

- Strategically innovates approach to co-design and delivery, building a shared sense of purpose and joint enterprise across Liverpool
- Takes a One Council approach to deliver more effective outcomes and avoids siloed, single division or service area approach
- Develops a positive and compelling vision of the council's future potential and sets organisational priorities by identifying where time and investment is needed most
- Translates strategic priorities for staff, enabling teams to focus on delivery
- Understands roles and responsibilities across the Council, how the authority works, functions and ensures effective governance is applied
- Understands the complexities of political dynamics and uses this to build credibility and manage relationships with elected members by successfully advising and supporting them
- Conducts horizon scanning, identifying “world class” evidence-based research supporting transformation, improvement and innovation

Inspirational Leadership

- Provides authentic, honest, and respectful leadership to inspire individuals and teams
- Uses empathy, emotional intelligence, mentoring and coaching to motivate and engage, developing talent and making people feel respected, bringing out the best in them
- Challenges poor performance constructively and holds difficult conversations to bring about change in behaviour; takes action to make courageous decisions when required

- Communicates with credibility and conviction to convey key messages and influence people

Collaboration

- Consults and communicates with stakeholders, including elected members where appropriate, early in critical organisation and system wide decisions, encouraging an environment of openness and transparency
- Listens, builds relationships openly, gathering ideas and adapts objectives based on the context behind staff and stakeholder needs and requests
- Works in a corporate and co-operative way with all senior management, members, and staff aligned with the organisational values and behaviours, ensuring open, honest, and transparent communication

Outcome and Delivery Focused

- Takes accountability for outcomes and responsibility for delivery in own area
- Sets clear organisational objectives linked to priorities, cascading challenging yet achievable deliverables to directorates
- Monitors progress towards KPIs; acts as an enabler to achievement, not a blocker
- Knows what to do and when to do it, delivering at pace and changing path when necessary

Improvement Oriented

- Leads and drives initiatives to identify and deliver efficiencies across the council and through partnership working
- Challenges self and other to think outside of the box; enables the council to continuously improve and innovate in the long term

Customer First

- Focuses on the customer – recognises the focus of making lives better for the people of Liverpool as citizens and partners
- Is committed to customer excellence and accountable for the effective resolution of complaints and uses customer feedback for organisational learning and continuous improvement

Valuing Difference

- Ensures equality of access to services across the organisation and community
- Respects and values difference – understands that not one size fits all
- Listens to staff and involves them in decisions, trusts people without micromanaging

Supervision and Management Responsibility:

- Create a culture and environment of innovation, integration and creativity to empower communities, service providers, wider stakeholders and other commissioners to generate new solutions and ideas
- Monitor and manage performance, of teams, individuals, and programmes of work ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce succession planning and development
- Recognises achievements and provides constructive feedback and guidance to encourage development and work-based learning, ensuring staff take responsibility for their own learning
- Staffing Approx. 300

Budget and Financial Responsibility:

- Be fully accountable for managing the Council's resources effectively and in compliance with statutory and financial regulations. This includes managing your own functional cost centre budget, managing contracts effectively, using time and resources efficiently, and promoting sustainability through waste reduction and reuse
- Set, monitor, and control delegated capital and revenue budgets to support delivery of the Council's strategic objectives and policies
- Promote a culture of value for money, ensuring financial compliance and identifying opportunities for savings and efficiencies
- Explore and secure funding and income generation opportunities to support innovation and service sustainability
- Use relevant performance and financial benchmarking data to inform business planning and drive continuous improvement
- Maintain accurate financial records using the Corporate Finance System
- Commission and interpret financial management information to support informed, strategic decision-making
- Plan, procure, and negotiate contractual arrangements to ensure delivery within affordability limits while achieving best value for the Council
- £69m capital and £240m revenue (excluding delegated budgets of schools)

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

Physical Demands of the Job:

- The role is primarily office-based and requires the ability to work for extended periods using display screen equipment, including laptops and mobile devices
- The postholder will be required to attend meetings across a variety of locations, including schools, council buildings, partner organisations, and community venues. This may involve regular travel and occasional walking between sites
- The role requires the ability to present information to large groups, participate in meetings and events, and maintain concentration for prolonged periods while reviewing complex reports, policies, and data

Corporate Responsibility:

- Demonstrate a commitment to customer excellence by responding to feedback, including complaints, and using it to drive continuous improvement
- Manage people and programmes effectively and in line with the Council's People Plan
- Help make the Council a great place to work by living its values, role modelling the Nolan Principles actively engaging in regular communication (including team meetings), undertaking required training (including assigned leadership development modules), and taking responsibility for personal performance
- Support business continuity, emergency planning and risk management
- Participate in the strategic out of hours rota
- Promote the Council's commitment to equal opportunities and ensure non-discriminatory practices in all aspects of work
- Ensure all work is carried out in accordance with health and safety legislation, codes of practice, and the Council's safety plan

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level: **Level 4**.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- Qualified Teacher Status or degree in a relevant professional qualification (A, I)
- Evidence of continuous professional, managerial and personal development (A, I)

Experience

Essential

- A successful track record of achievement at Senior Management level within an education environment of comparable scope and complexity and with an understanding of the issues facing Liverpool City Council and the areas for which the postholder is responsible (A, I)
- In-depth understanding of the key issues and policy drivers relating to the provision of education services (A, I)
- Significant experience of assessing, developing, implementing and evaluating plans for children and young people's needs (A, I)
- A successful track record of effective financial management and strategic planning as a senior manager (A, I)
- Track record of leadership and development of high performing teams (A, I)

- Track record of establishing, maintaining and shaping innovative and effective partnerships and relationships across diverse stakeholders including public and private sector, third sector and contracted partners (A, I)
- Successful experience in working with or alongside senior managers and politicians within local government or the wider public sector (A, I)
- Detailed knowledge of relevant policies, strategies, latest developments, market trends and alternative service delivery models and the way in which they can be utilised by Liverpool City Council (A, I)
- An understanding of the national, regional and local political and economic context within which the public sector and Liverpool City Council operates (A, I)
- Demonstrable and strong analytical, data and knowledge management skills, and an understanding of how business intelligence is used to commission, manage and develop effective service outcomes (A, I)

Skills/Abilities

Essential

- Proven senior management ability; able to influence, negotiate, engage and coordinate across a broad range of colleagues, stakeholders and partners (A, I)
- Excellent communication, interpersonal and presentation skills (A, I)
- Strong partnership skills whilst ensuring that the Council's interests/priorities delivered at all times (A, I)
- Evidence of successful budget management and performance management in a challenging financial environment (A, I)
- Evidence of sound judgement where there are conflicting priorities and timescales (A, I)

- Ability to work successfully in a political environment with a clear understanding of the operational and strategic context of the role and its accountabilities (A, I)
- Work proactively, a self-starter with high levels of energy; tenacious, driven and a deliverer (A, I)
- Able to lead and develop high performing, engaged teams that work effectively to deliver corporate and organisational objectives that benefit Liverpool (A, I)

Commitment

Essential

- The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the City Council's vision and values (A,I)

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level