

Appendix 1

JOB DESCRIPTION	
Job Title	Strategic Education and Skills Director
Department	Community and Children's Services
Grade	Grade I
Location	Guildhall
Responsible to	Director of Community and Children's Services
Responsible for	Education Unit

Purpose of Post

The role of the Strategic Education Director is to oversee the delivery of the City of London Corporation's Education Strategy 2016 – 2019, lead the Education Unit and maintain strategic relationships with key stakeholders. The postholder will report to the Director of Community and Children's Services.

Key Performance Areas:

- To manage the Education Unit, oversee the delivery of the City of London Corporation Education Strategy 2016 – 2019, and provide expert educational advice to the Director of Community and Children's Services.
- To oversee the City Corporation's Education Budget, including ensuring that capital funds allocated to the City Corporation for academy expansion projects are distributed in accordance with the City Corporation's procurement procedures.
- To lead the City Corporation's adult learning services and to develop the future direction to meet the needs and aspirations of learners.
- To develop and advance the City Corporation's Apprentice Programme in line with the corporate strategic initiatives and standards in order to ensure the highest standards of excellence are achieved.
- To maintain a strategic relationship with the City of London Academies Trust, in accordance with the Sponsorship Agreement.
- To work with the City Corporation's academy co-sponsors to secure robust oversight of the academies they jointly sponsor, and to represent the Director of Community and Children's Services at sponsor meetings.

- To provide expert advice to the Director of Community and Children's Services on the development of opportunities to expand the City's role in education, including the provision of additional school places, the expansion of existing provision and opportunities to sponsor additional academies.
- To represent the Director of Community and Children's Services at regular meetings with the Headteachers' and Chairmen of Governors for the City's schools.
- To oversee the sponsors role within the agreed accountability framework for the City schools, to ensure the identification of any early signs of underperformance, and to promote continuous improvement and excellent education outcomes.
- Be a member of the Director Leadership Team and work collaboratively with other cross-functional Directors and Assistant Directors to drive the strategy and performance of the organisation.

Main Duties & Responsibilities

1. Lead the delivery of the City's Education Strategy, reporting to the Director of Community and Children's Services, and the Education Board, on the delivery of the Education Strategy, Adult Learning Strategy, Apprenticeship Strategy and other education related matters
2. Develop, lead, and performance manage the Education Unit, ensuring officers are fully engaged with, and delivering against, identified outcomes.
3. Maintain an overview of the progress and performance of the City family of schools, reporting as required to the Director of Community Children's Services, Members and external agencies and partners.
4. Maintain a strategic relationship with the City of London Academies Trust working closely with the Chief Executive Officer, in accordance with the Sponsorship Agreement, to ensure that Education Strategy, vision, and sponsorship Agreement are upheld.
5. Work with headteachers/principals, school governors, and academy co-sponsors to support high educational standards for all children and young people, paying particular attention to the most disadvantaged groups.
6. Work closely with City Of London Departments and Human Resources to ensure the successful delivery of the Corporations internal apprenticeship programme
7. Work with partners to promote prevention and early intervention so that emerging problems are dealt with before they become more serious.

8. Use data analyses to identify strengths and weaknesses that need to be addressed in City schools.
9. Provide robust challenge, support, professional and intellectual leadership to peers and colleagues, motivating and inspiring them to deliver ambitious development plans.
10. Work closely with other members of the Director Leadership Team to foster effective, collaborative relationships between central functions and the City family of schools.
11. Take lead responsibility, as directed by the Director of Community and Children's Services, in representing the City of London, as a public speaking advocate for the City in relation to Education Strategy and other issues as required.
12. Maintain effective links with relevant local and national agencies.
13. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
14. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
15. To undertake any other duties that may reasonably be requested appropriate to the grade.
16. Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.

Qualifications, Experience & Knowledge

- High Level graduate with evidence of continued professional development (e.g. Postgraduate).
- A broad base of successful experience across a range of educational establishments including senior leadership at a school, local authority or academy trust.
- Extensive experience of working in a large, complex political environment with an understanding of the unique role of the City of London Corporation.
- A proven track record of working effectively with Headteachers and Principals to provide support and challenge, and to encourage collaboration and school-to-school support.

- A knowledge of a range of approaches to leadership and management in schools, adult learning and apprenticeships and how to prevent and tackle underperformance in different contexts and at all levels.
- A knowledge of both the current Ofsted and ISI inspection frameworks.
- An excellent advocate and relationship builder able to communicate well and engage with a range of partners and stakeholders including local authorities, DfE and co-sponsors.
- A proven track record of achieving and managing cultural and organisational change and of leading improvement, turning an education strategy into reality and delivering educational improvement in challenging circumstances.
- Excellent organisational skills and expertise in managing an education programme involving multi-disciplinary stakeholders/groups.
- A record of innovative achievements in partnership and joint working with partners and stakeholders.
- The ability to develop and maintain effective partnership arrangements both internal and external to the organisation.
- The ability to identify opportunities through multi-agency working that deliver significant improvements.
- Excellent grasp of National and local agenda for education, adult learning and apprenticeships and an understanding of broader services for children and young people.
- Experienced in identifying and implementing key policy changes.
- Resource/budget management experience.
- Ability to set targets, evaluate performance, provide support and hold people to account.
- Comprehensive knowledge of Education legislation, regulation, policy direction and performance management frameworks. Ability to provide proactive and clear information and advice on these issues to the Director of Community and Children's Services, other senior managers, Elected Members, and colleagues in other organisations
- Effective team leader as well as team player with well-developed influencing skills, able to secure engagement at all levels.
- Authenticity, consistency and passion.

- Exceptional communication skills.
- Excellent interpersonal, presentation and communication skills with the presence and credibility to inspire confidence and engage with a wide range of audiences.
- Able to switch easily from strategy to delivery.
- Organisationally sensitive, with a genuine interest in people and a sound understanding of primary secondary and adult education in areas of social deprivation.

Personal qualities

- An inspiring leader, who demonstrates their commitment to the City's vision, mission and overall direction.
- Personal drive and tenacity to motivate, empower, and support individuals and teams to achieve the City's objectives.
- Action orientated, able to demonstrate a readiness to make decisions, take the initiative and originate action.
- Politically aware and sensitive, with the ability to make progress in complex policy areas, and the intellectual capacity and stamina to deliver an ambitious and diverse education programme.
- Committed to self-development and development of others.
- Able to adapt successfully to changing requirements, constraints and resources.