



**LONDON BOROUGH OF MERTON**  
**CHILDREN, SCHOOLS AND FAMILIES DEPARTMENT**  
**JOB DESCRIPTION**

<b>Post Title:</b>	<b>AD Education</b>	
<b>Grade:</b>	<b>MG5</b>	
<b>Division/Section:</b>	<b>Education and ICS</b>	
<b>Location:</b>	<b>Civic Centre and satellites</b>	
<b>Responsible to:</b>	<b>Director of Children, Schools and Families</b>	
<b>Responsible for:</b>	<b>Professional leadership of the Education Service locally and delivery of Integrated Children's services</b>	
<b>Post number:</b>	<b>ML001</b>	<b>Date: July 2011</b>

**MAIN PURPOSE**

- 1 On behalf of the DCS to be the strategic professional lead for children and young people's education and learning within CSF and across Merton's Children's Trust arrangements securing improved educational standards and ensuring that the Council's statutory education duties in relation to early years, schools, school improvement, support for vulnerable young people, education otherwise and C&YP's wider well being are effectively met.
- 2 To ensure the effective delivery of all operational children and young people's services under your line management including: school quality and standards; early years and children's centres; and integrated services for children with complex needs / SEN.
- 3 To support delivery of: the LSP's and Council's strategic plans and priorities; Merton's CYP Plan; LSCB Business Plan; and council and departmental and service business plans.
- 4 To develop and deliver national and local performance targets to improve the outcomes of and services for C&YP in line with the local CYP Plan and

Children's Trust arrangements including the delivery of relevant statutory targets.

- 5 To contribute as a member of the Directorate Management Team within Children, Schools and Families ensuring the effective leadership of your division and the directorate more widely.
- 6 To work closely with the Cabinet Member(s) for Children, Schools and Families and other members of the Cabinet, and lead opposition and Scrutiny members in developing and reporting on the performance of services within your division and relevant areas of the CYP Plan and in relation to wider issues.
- 7 To deputise for the DCS in areas of responsibility and as requested.
- 8 To play a full role in the wider leadership of Merton Council.

## **DUTIES AND RESPONSIBILITIES**

- 9 Provide professional leadership to promote and ensure high educational standards and a culture of continuous improvement across the education service and CT and LSCB partners in relation to all areas under your professional leadership and portfolio.
- 10 Ensure that the Council, Children Trust, Schools Forum, Admissions Forum and SACRE receive appropriate advice and are compliant with all statutory requirements and relevant guidance relating to all LA duties relating to education and C&YP and all other matters relevant to your portfolio.
- 11 Lead the development, implementation and review of the Council's school improvement strategy securing good progress and improvement in schools, settings and children's centres including developing schools' capacity to self evaluate and take action to improve outcomes for C&YP.
- 12 Provide professional educational leadership to key developments involving schools including advising on education matters relating to school developments.
- 13 Lead on the development of multi-agency locality teams to deliver the teams and services around children, schools and families.
- 14 Lead on strategic developments regarding children with SEN / disabilities and the Council's inclusion strategy.
- 15 Lead on early education and care and the development and delivery of integrated services 0-8s.
- 16 Promote and maintain effective consultation mechanisms with schools, heads, chairs, teacher unions and professional associations, and school governors.
- 17 Ensure resources are deployed effectively and the divisional budget, overall, is kept within balance in order to meet the Council's visions, aims and priorities.

- 18 Work in Partnership with the Director of Corporate Services to ensure the effectiveness of the Schools Forum and the effective education advice and support for schools in managing their resources.
- 19 Maintain appropriate mechanisms to enable users and partners to be actively involved in planning and developing services.
- 20 Provide appropriate professional advice to the Local Safeguarding Children Board, Children's Trust and other multi-agency arrangements as appropriate. Chair relevant partnership boards, sub groups and fora as part of local LSCB and CT arrangements.
- 21 Responsible for statutory performance targets and making a contribution to the corporate performance agenda, putting children, young people, families and schools at the heart of decision-making and service improvement.
- 22 Champion the equality and diversity agenda within the division and across CSF.
- 23 Develop staff and maximize their potential, ensuring regular assessment and Performance Reviews to identify and action training and development needs.
- 24 Ensure the Council meets its statutory responsibilities in accordance with the Health and Safety at Work Act 1970.
- 25 Lead on all education performance matters in relation to LA and CAA inspection and regulatory regimes.
- 26 Take lead responsibility as directed by the Director of Children, Schools and Families in representing Merton regionally and nationally on education, school improvement and learning and other issues as required.



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**PERSON SPECIFICATION**

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**Ability, skills and knowledge**

- A proven track record of achieving and managing cultural and organisational change and of leading improvement within and across education and schools
- Experience of partnership and multi-agency working to improve schools, pupil referral units and outcomes for children and young people.
- Degree or equivalent and extensive experience of the inspection and regulatory framework for schools and settings and the inspection regimes for wider children's services.
- Extensive knowledge of the statutory and regulatory base for education and ICS.
- A record of innovative achievements in partnership and joint working with partners and stakeholders.
- Sound financial management experience with the ability to analyse services in terms of their unit costs, value for money and market context.
- 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 improvements.
- A track record of innovative and different delivery mechanisms.

- Excellent verbal and written communication skills with the ability to be sensitive to individuals and groups, and adeptness at handling the media professionally when representing the Council.
- Excellent grasp of National and local agenda for education and services for children and young people.

### **Personal Qualities**

- An inspiring leader, who demonstrates their commitment to the Council's vision, mission and overall direction.
- Personal drive and tenacity to motivate, empower and support individuals and teams to achieve the Council's objectives.
- Confident and willing to challenge traditional assumptions and provide evidence to support change and drive forward improved ways of working.
- Enthusiastic, energetic and resilient with a high level of self determination to meet the needs of children and carers.
- Action orientated, able to demonstrate a readiness to make decisions, take the initiative and originate action.
- Politically aware and sensitive, with an ability to make progress in complex policy areas.
- Committed to self-development and development of others.
- Able to adapt successfully to changing requirements, constraints and resources.