

ROLE PROFILE

Final

Role Title:	Head of Delivery – Sufficiency and Access
Service Group:	Children and Families
Accountable to:	Corporate Director – People (also statutory role of Director of Children’s Services)
Grade:	M
JE Code:	JE0752

Purpose of job

To be wholly responsible for delivering the following statutory duties on behalf of the Director of Children’s Services

- Promote the interests of children, young people, parents and families and work with local communities to stimulate and support a diversity of sufficient school and early years provision that meets local need
- Ensure fair access to education for over 40,000 children across the borough through the delivery of a range of high quality, cost effective services

Key Objectives

1	To respond strategically to the changing national educational agenda and be responsible for the development, implementation and impact of the Setting an School Place Planning Strategy, ensuring that in the context of a rapidly growing population and an environment in which free schools can open and operate, the council is still able to ensure sufficiency school places in viable schools
2	To strategically lead the delivery of a range of high quality education access services, including school admissions, special education, alternative education and home to school transport, ensuring thereby ensuring that every child in Milton Keynes, irrespective of their needs is able to obtain fair access to their legal right to a suitable, full-time education.
3	To provide expert advice and guidance to the organisation (officers and elected members) on issues relating to setting and school place planning, and education access safeguarding the organisation by ensuring full compliance with statutory regulations, following guidelines and operating within relevant timeframes.
4	To provide professional leadership to an experienced multi disciplinary senior team, proving appropriate challenge and support enabling team members to take responsibility and ownership of their respective areas of responsibility and ensuring that robust systems and processes are in place.
5	To ensure a positive and professional working relationships between settings and schools and the authority, dealing with difficult or sensitive issues in a consistent way.
6	To ensure that appropriate arrangements are in place for the reporting of children missing education and those being home educated and for taking action to escalate concerns as necessary.
7	To co-ordinate the production of timely and reliable pupil projections and

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	demand mapping in order to evidence applications for significant amounts of government capital funding.
8	To lead the negotiation with developers in order to secure appropriate financial contributions to the costs of setting and school place provision linked to new housing developments.
9	To lead the development of sufficient early years provision, stimulating new providers and meeting stretching government targets in relation to the 2, 3 and 4 year old entitlement to 30 hours per week.
10	To be accountable for the home to school transport budget, shaping policy and developing an effective relationship with the Integrated Passenger Transport Unit (IPTU) to ensure high quality, value for money service delivery.
11	To be accountable for the council's statutory duties in relation to permanently excluded pupils, including taking full responsibility for the council's commissioning of alternative education

Scope

This is a key strategic role supporting the Corporate Director - People. It is accountable for delivering several aspects of the statutory duties of the Director of Children's Services (now subsumed within the role of the Director of People). The role demands significant high level influencing skills as the remit includes responsibility for working across a range of service groups offering outstanding support and providing challenge to senior colleagues within Milton Keynes Council and beyond. Key partners include schools, voluntary and community organisations, emergency services and health sector partners. In addition this role includes significant contact with elected members through democratic processes such as Children's and Young People's Select Committee and individual lead member briefings, as well as with local members of parliament,.

This is an area of considerable risk to the council since this is amongst the most pressing challenges in the immediate and medium term and for the foreseeable future. Securing sufficient, appropriate school places and maximising parents' choice is the highest priority to both elected members and the public. The duties related to CME and permanently excluded children also bring risks to the council relating to safeguarding children previously on roll in the authority's schools who are reported as missing from education.

Direct budget £7M revenue budget (General Fund)

£14M early years commissioning budget (Dedicated Schools Grant)

Staff In the range 20-30

Key outputs specific to the role

- Every child has access to a suitable, full time place in education
- Delivery of efficient, effective and responsive services
- Development of an annual planning framework and supporting strategies
- Compliance with our legal duties Budget and resource management
- Delivery of services consistent with local and national policy
- Develop and maintain positive relationships with internal and external partners

Work Profile

1. To be accountable to the Director of People and the Lead Member for Children's Services for the effective delivery of all aspects of service delivery ensuring the very highest professional practice, providing expert, trusted advice and guidance to colleagues and modelling appropriate behaviours.

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2.

To be responsible for providing strategic expert advice to the Corporate Director – People and the Lead Member for Children’s Services with regard to the how best to shape and influence the future school place system in a way which meets the council’s duties in relation to sufficiency, but also maximises value for money, maintains high quality relations with partners, minimises political risk and maximises outcomes for children

3. To challenge and support schools to ensure that all children are able to access appropriate, full time education, taking full accountability for directing schools to admit if required and asking the Secretary of State direct admission to academies if appropriate whilst maintaining high quality relationships with all parties

4.

5. To establish and maintain effective working arrangements with partners and stakeholders, including over 600 early years settings, 110 schools (including academies), elected members, officers across the organisation and within partner organisations locally and nationally (Regional Commissioner for Schools, Schools Adjudicator, Department for Education and Education Funding Agency

6. As part of the Children and Families Senior Management Team contribute to the strategic leadership, deputising for the Director of People in areas of own responsibility and on relevant strategic developments.

To represent the Director of People in the role of the council within the Milton Keynes Behaviour Partnership, ensuring that suitable and sufficient alternative education is commissioned, that the provider is held to account in delivering suitable, full time education for children and that children are appropriately reintegrated into mainstream education.

To ensure that in the context of a growing and increasingly diverse population that there is sufficient high quality educational provision within Milton Keynes for all children and young people, securing additional funding and resources where possible and appropriate, in partnership with the Schools Forum ensuring that revenue funding is used appropriately across the sectors and provision type, including the application of growth funding for new and expanding schools.

7. To actively promote and enable collaboration and build strong professional relationships within and across service groups and with partners, including commercial organisations.

8. To manage the recruitment and selection process for all members of staff within the areas of responsibility being fully responsible for safer recruitment.

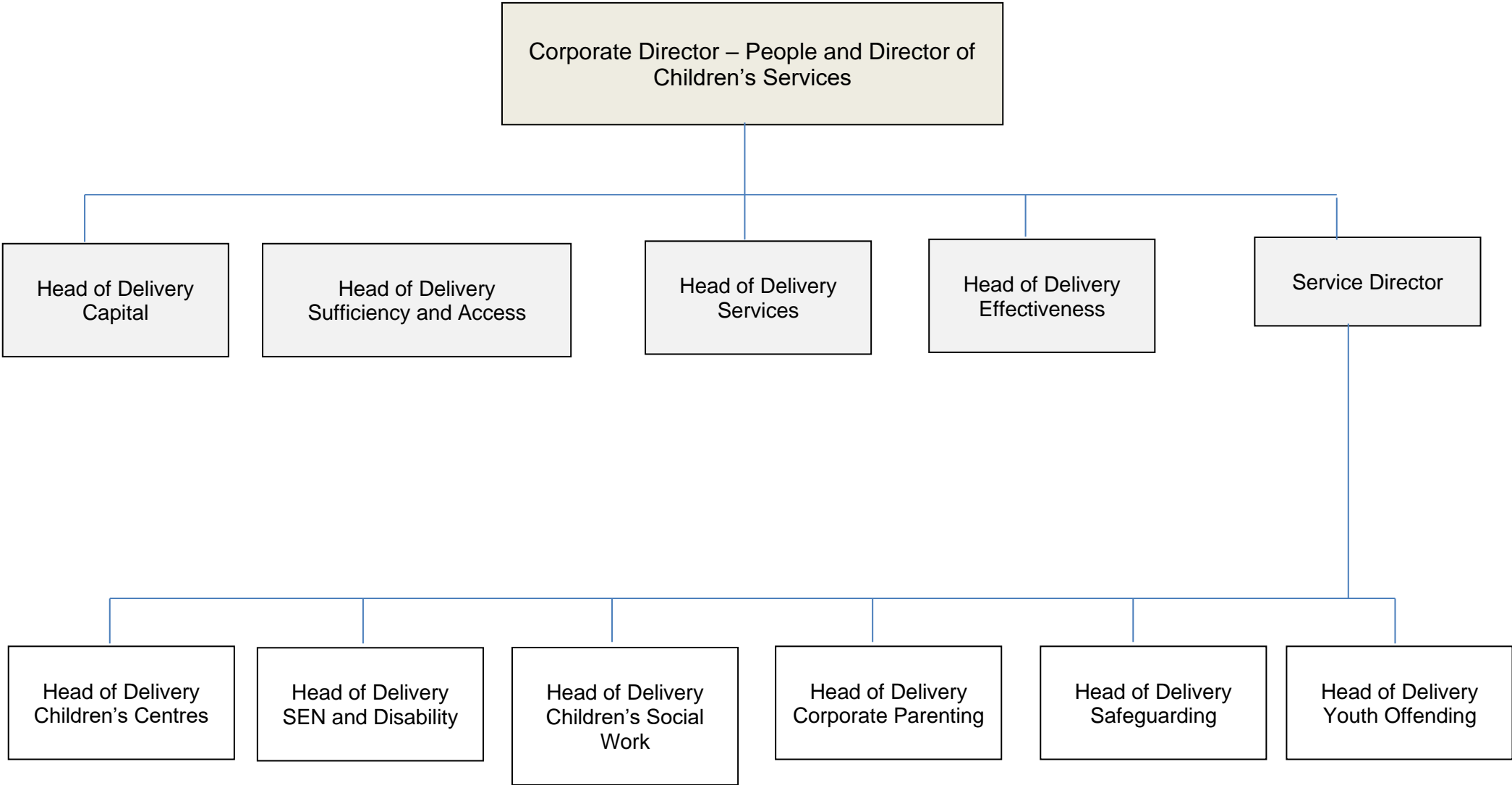
9. To set high expectations and support and challenge all relevant staff to continuously develop and improve through effective performance management in line with the council’s agreed framework.

10. To exercise robust risk management, taking full account of the council’s agreed procedures such as GRACE (Risk Management System).

11. To take a leading responsibility in business planning and financial management so that resources are deployed effectively as possible.

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12. To ensure that appropriate health and safety policy and procedures are adhered to.
13. To build an effective customer focus in line with the council's public access strategy, and ensure the views and feedback from children and families is used to improve services.
14. To implement the Council's equalities policies and in particular, to understand the implications of equalities policies in the context of children, young people and families.
15. To undertake any duties of a similar nature commensurate with the grade as may be required from time to time.



PERSON SPECIFICATION

In this section the Skills, Knowledge, Qualification and Competency requirements to perform the role to a satisfactory standard are set out. The extent, nature and level of the role holder’s knowledge and skills should be specified

Awareness Some knowledge or skills sufficient to show aptitude and the ability to learn in the particular work area

Significant Knowledge and skills gained through practice and/or qualification sufficient to fulfil the role requirements

Extensive Knowledge and skills gained through practice and/or qualification to fulfil the role requirements and contribute to training others and developing policy and practice in the work area

	Examples specific to role	Required		Level			Method of Assessment interview, testing, reference
		Essential	Desirable	Awareness	Significant	Extensive	
SKILLS AND KNOWLEDGE Technical knowledge and qualifications	- A relevant professional qualification at Level 6 (degree) or above (Framework for Higher Education Qualifications)	Y				Y	I
	- Appropriate project management qualification	Y				Y	I
	- Expert knowledge of the legislative framework in relation to schools and settings	Y				Y	I
	- Expert knowledge of the legislative and regulatory framework in relation to school place planning and education access duties	Y				Y	I
	- Significant experience representing the council at a strategic level with senior partners	Y				Y	I
	- Comprehensive knowledge of all aspects of school admission legislation and regulations	Y				Y	I
	- Extensive understanding of the political context and environment of local government	Y				Y	I
	- Significant experience of policy development and successful implementation in relation to setting and schools	Y				Y	I
	- Effective working at senior level with a range of partner agencies	Y				Y	I

	national level						
PROBLEM-SOLVING Using initiative to overcome problems	<ul style="list-style-type: none"> - Highly developed analytical skills to consider a range of possible solutions - Able to harness resources and, in partnership with others, think creatively to find unique solutions to long lasting and highly complex problems - Contributes significantly to development of effective practice within and across local areas - Ability to be strategically agile in response to contextual change 	Y				Y	I
		Y				Y	I
		Y				Y	I
		Y				Y	I
Managing risk	<ul style="list-style-type: none"> - Is able to identify, assess and manage considerable risk, putting in place effective strategies to mitigate high risk and protects the council's reputation - Is resourceful and resilient in the face of challenge to problem solving proposals 	Y				Y	I
		Y				Y	I
Managing change	<ul style="list-style-type: none"> - Significant experience of managing change in a major organisation - Able to inspire others to follow leadership during the process of change - Secure and skilful use of evidence to judge the progress of change and adjust accordingly 	Y				Y	I
		Y				Y	I
		Y				Y	I
ACCOUNTABILITY and RESPONSIBILITY	<ul style="list-style-type: none"> - Works at a strategic level locally, regionally and nationally, representing the council - Identifies priorities and undertakes tasks without supervision - Is fully accountable for overall performance - Is open and honest at all times - Has high expectations of own performance and meets them 	Y				Y	I
		Y				Y	I
		Y				Y	I
		Y				Y	I
Managing people	<ul style="list-style-type: none"> - Highly skilful in supporting and motivating staff - Ensures staff have skills for the job - Disperses leadership so that all staff contribute to leadership and management of the team - Deals effectively with poor performance 	Y				Y	I
		Y				Y	I
		Y				Y	I
		Y				Y	I

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Managing financial resources	- Experience of managing significant financial budgets	Y				Y	I
	- Able to account for use of resources to demonstrate value for money across a number of interrelated projects	Y				Y	I
	- Can match resource deployment to meet the range of national and local indicators	Y				Y	I

COMPETENCIES REQUIRED All post holders must be able to comply with the council’s core competency requirements which include communication, respect for others, customer service, drive for results, delivering the promise and continuous personal development. In addition for those posts with management responsibilities the competencies will include managing self and personal skills, providing direction, facilitating and managing change, working with people, using resources, achieving results, promoting policy, values and culture, customer service and health and safety.

OTHER INFORMATION The post holder needs to be able to travel to meet service delivery requirement and be available to undertake work outside of normal working hours.

Signed Job holder	Signed Line Manager	Signed	Date