

## **The Vale of Glamorgan Council**

### **Senior Management Appointment Committee: 19 December 2018**

#### **Report of the Director of Learning and Skills**

#### **Recruitment and Selection Arrangements for the Head of Standards and Provision**

##### **Purpose of the Report**

1. To set out the recruitment and selection arrangements for the potential new post of Head of Standards and Provision.

##### **Recommendation**

1. To approve the recruitment and selection arrangements and all the relevant documentation as appended to this report and as circulated at the meeting of the Committee subject to the necessary approval being obtained by the Cabinet and conclusion of the call-in provisions.

##### **Reason for the Recommendation**

1. To ensure the appointment is progressed in accordance with the requirements of the Council's constitution.

##### **Background**

2. Subject to approval at Cabinet (17th December 2018) and Cabinet call-in arrangements, there may be a need to recruit to the potential new position of Head of Standards and Provision within the Directorate of Learning and Skills.
3. The proposed new Head of Service position will lead on the following areas:
  - School Improvement related matters and client relationship management in relation to the Central South Consortium
  - Early Years Education in non-maintained settings
  - Early Years Partnership
  - Behaviour Management
  - Engagement and Progression: Young People not in, or at risk of not being in education, employment or training (NEET)

- Pupil Referral Unit and commissioned services for inclusion
  - SEREN Programme
  - Vulnerable Groups (Children Looked After (CLAR), Gypsies and Travellers, minority ethnic groups, refugee and asylum seekers, young carers, young offenders, learners educated otherwise than at school, learners with English as an additional language)
  - Youth services – including universal and targeted provision, ESF projects and participation
  - Post 16 strategy
4. It is now, therefore, necessary to seek the tentative approval of the Committee to approve the provisional arrangements to progress the potential recruitment process and associated arrangements for the permanent appointment to the new potential post in accordance with the Council's normal recruitment and selection procedures subject to the necessary approval being in place.

### **Relevant Issues and Options**

5. On the basis of the above it is proposed to advertise the post (both internal and external) between the 8th and 22nd January 2019 with a view to concluding final interviews during February/March 2019.
6. A copy of the proposed draft job description and person specification is attached for the information of the Committee (at Appendix A and B respectively).
7. In order to expedite recruitment, the Committee is requested to delegate responsibility for agreeing adverts, recruitment schedule and long listing to the Director of Learning and Skills in consultation with the Managing Director and the Cabinet member for Learning and Culture
8. It is proposed that the Human Resources Organisational Development team will support an exercise to identify an appropriate assessment process and where necessary, engage an appropriate organisation to undertake assessment centre/psychometric testing ensuring best value for money.
9. If these delegations are agreed, the Senior Management Appointments Committee will be asked to confirm short listing arrangements at a meeting in February 2019.
10. The Senior Management Appointments Committee will be requested to conduct final interviews in February/March 2019.

### **Resource Implications (Financial and Employment and Climate Change, if appropriate)**

11. It is requested that approval for costs associated with the recruitment exercise is delegated to the Director of Learning and Skills in consultation with Human Resources.

### **Legal Implications (to Include Human Rights Implications)**

12. None.

### **Crime and Disorder Implications**

13. There are no crime and disorder implications directly arising from this report.

## **Equal Opportunities Implications (to include Welsh Language issues)**

14. The recruitment campaign and recruitment selection process will be progressed in accordance with the Council's Welsh Language Standards provisions.

## **Corporate/Service Objectives**

15. To contribute to the service plans and objectives of the Directorate.

## **Policy Framework and Budget**

16. The final decision of the Senior Management Appointments Committee will be referred for information to Council.

## **Consultation (including Ward Member Consultation)**

17. The Cabinet Member for Learning and Culture and the Corporate Management Team have been consulted.

## **Background Papers**

Appendix A - Job Description

Appendix B - Person Specification

## **Contact Officer**

Mathew James, HR Lifecycle Manager - Tel: 01446 709527

## **Officers Consulted**

R Thomas, Managing Director - Tel 01446 709202

A Unsworth, Operational Manager HR Business Partnership - Tel 01446 709359

## **Responsible Officer:**

P Ham, Director of Learning and Skills - Tel 01446 709161

## CHIEF OFFICER JOB DESCRIPTION

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POST REF: NEW

DESIGNATION: HEAD OF STANDARDS AND PROVISION

GRADE CHIEF OFFICER

RESPONSIBLE TO: DIRECTOR OF LEARNING & SKILLS

DIRECTORATE: LEARNING AND SKILLS

LOCATION: CIVIC OFFICES

### **A/ MAIN PURPOSE OF POST**

- 1 To act as the Head of Service for the relevant service area within Learning and Skills.
2. Develop and manage the implementation of the Service Plan, so as to ensure that agreed priorities and policy objectives are met.
3. Work with the Director of Learning and Skills to provide leadership, management and strategic direction for the Directorate.
4. Deputise for the Director of Learning and Skills as required
5. Work with and support Cabinet Members, Scrutiny Members and all Elected Members in their ward roles.
6. Commissioning, deliver and continuously improve services in accordance with the needs of the people of the Vale of Glamorgan and the Council's improvement agenda.
7. Work in partnership with other Council services and external organisations to achieve common objectives in accordance with the Corporate Plan and Community Strategy.

### **B/ CORPORATE RESPONSIBILITIES AND OBJECTIVES**

8. Contribute to the effective strategic management of the Council and the Directorate of Learning and Skills as a member of the Departmental Management Team and to promote and represent the work of the Council and our partner agencies.

9. To support the delivery of the Council's budget priorities through the robust management of resources within the postholder's service and by ensuring that services are provided cost effectively.
10. Promote a strong culture of performance management to ensure high levels of performance, the meeting of performance targets and the continuous improvement and development of services.
11. To anticipate, monitor and identify strategic issues and changes which affect the service area and develop effective responses to meet such changes
12. Contribute to transformational change across the Council and ensure that organisational development initiatives, policies and plans are implemented and properly embedded.
13. To ensure a responsive customer-focused approach in the planning, commissioning and delivery of services
14. To explore opportunities to improve the effectiveness and efficiency of services through collaboration, partnership working and continuous challenge.
15. Produce an annual Service Plan and ensure the development of Team Plans for the Service area concerned
16. Ensure that the principles of equality of opportunity are integrated and actively pursued both within the directorate and in all areas of service provision
17. Attend and contribute to meetings of the Cabinet, Scrutiny and other Council meetings as appropriate
18. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures

## **C/ OPERATIONAL RESPONSIBILITIES**

19. Commission/provide the following functions achieving appropriate and agreed quality standards:
  - Continually review provision in order that it meets needs, is of a high quality and is efficient, ensuring that quality frameworks, service level agreements and contracts are in place.
  - Secure the education outcomes of vulnerable pupils including children who are looked after, those who have English as an additional language and those who are not in school.
  - Secure the effective delivery of behaviour services, low numbers of exclusions, provision for excluded pupils and work with schools to secure high levels of school attendance.
  - Ensure the early identification of pupils at risk of becoming 'not in education, employment and training' and secure their engagement and progression.

- Secure effective delivery of prevention, early intervention and support services in partnership with other voluntary and statutory agencies in relation to Vulnerable Groups.
  - Support the development of skills and expertise in schools and other settings in relation to Vulnerable Groups.
  - To provide Youth Support Services.
  - Develop and maintain strategies for pupil engagement and participation.
  - Ensure that children, young people and parents/carers are effectively engaged in decisions about service provision and development.
  - Contribute to work to identify schools causing concern and contribute to their improvement.
  - Ensure effective implementation of safeguarding policies and practices in schools and across the directorate.
  - To undertake the lead client school improvement function in partnership with the Central South Consortium.
  - To maintain a secure knowledge of the performance of schools in the Vale of Glamorgan.
  - Support the Director of Learning and Skills in ensuring the accountability of the Central South Consortium for delivery of the School Improvement Service in the Vale of Glamorgan.
  - Lead the school improvement function in relation to non-maintained early years settings.
  - Coordinate the strategic planning of early years provision across the Vale of Glamorgan.
20. To provide and promote clear leadership and performance management within the service ensuring the effective performance of all managers.
21. Oversee the development and maintenance of performance management systems to ensure the meeting of targets and the continuous development of services
22. To ensure the effective management, planning and deployment of the budget and wider resources across the relevant service areas in accordance with service plans and the longer range strategic objectives of the Council.
23. To ensure that there are clear communications and well defined accountabilities within the service area
24. Maximise income and external funding opportunities in line with Council Policy
25. Develop and maintain operational procedures to assist and guide staff to meet both statutory and Council policy requirements.

## **D/ COUNCIL WIDE RESPONSIBILITIES**

26. Ensure compliance with the Council's Financial Regulations, Standing Orders, Policies and Procedures.
27. To implement the principles of the Council's Equal Opportunity Policy whilst carrying out the above duties.
28. To adhere to Health and Safety legislation / relevant Council policies and procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts / omissions.
29. To implement the principles of the Council's Environment Policy while carrying out the above duties.
30. To report without delay any safeguarding concerns to the appropriate safeguarding officer.
31. Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

Signed: Head of Achievement for All

Date:

Signed: Director of Learning and Skills

Date:

## Person Specification

Post No	New	Designation:	Head of Standards and Provision	Department:	Learning and Skills
Section:	Standards and Provision	Completed By:	Paula Ham, Director of Learning and Skills	Date:	September 2018

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as “I have the necessary skills...” or “I am confident I can do the job well...”. The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ At least five years significant and relevant senior management experience in a large and complex organisation.</li> <li>▪ Experience of working collaboratively with a range of stakeholders.</li> <li>▪ Experience of developing strategies to meet business objectives, commissioning services and monitoring and evaluating outcomes.</li> <li>▪ Practical experience of meeting relevant legislation.</li> <li>▪ Experience of successful budget management.</li> <li>▪ Evidence of effective partnership working.</li> <li>▪ Evidence of tackling underperformance.</li> <li>▪ Awareness and understanding of current Education issues and challenges, including safeguarding.</li> </ul>	Experience of Estyn inspections.	<ul style="list-style-type: none"> <li>▪ Past/current employment recorded on job application form.</li> <li>▪ References.</li> <li>▪ Interview (for short listed candidates).</li> <li>▪ Presentation (for short listed candidates).</li> </ul>

	<b>Essential</b>	<b>Desirable</b>	<b>Ascertained by</b>
<b>2. Skills and aptitudes</b>	<ul style="list-style-type: none"> <li>▪ Excellent management, leadership and organisational skills.</li> <li>▪ Effective communication skills, both written and oral.</li> <li>▪ Capacity to work across departmental boundaries and contribute to corporate working.</li> <li>▪ Sensitive to and adept at developing effective working relationships with elected members/governors/headteachers/parents/voluntary sector.</li> <li>▪ Capacity to develop and effectively use management information systems.</li> <li>▪ Good project and risk management skills to deliver on time and within budget.</li> <li>▪ The ability to think strategically and work flexibly.</li> <li>▪ Able to analyse complex issues and present imaginative and practical solutions.</li> <li>▪ Strong influencing and negotiating skills.</li> </ul>	Welsh language skills	<ul style="list-style-type: none"> <li>▪ Application form and for short listed candidates, interview questions.</li> <li>▪ Assessment Centre.</li> </ul>
<b>3. Qualifications and training</b>	A qualified teacher.	Post Graduate Management qualification.	<ul style="list-style-type: none"> <li>• Application form and verification of examination certificates.</li> </ul>
<b>4. Attitude and motivation</b>	<ul style="list-style-type: none"> <li>▪ Capacity to build partnerships with other organisations.</li> <li>▪ Capacity to work outside normal office hours as required.</li> <li>▪ Ability to enthuse and motivate colleagues.</li> <li>▪ Customer focused approach to service delivery and improvement.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Interview (for short listed candidates).</li> <li>▪ Presentation (for short listed candidates).</li> </ul>
<b>5. Other (please specify)</b>	<ul style="list-style-type: none"> <li>▪ Ability to drive/travel throughout the Vale or between locations as appropriate</li> </ul>		

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