



### Corporate Leadership Team

**Post Title:** Corporate Director of Education

**Post Number:** BG01470

**Grade:** JNC CO

**Base:** General  
**Offices / Agile  
Worker**

**Hours:** 37 per week

**Car User:** Approved Casual

**Disclosure:** Enhanced

**Contact:** Chief Executive

**Updated:** July 2024

The position is politically restricted within the provisions of the Local Government and Housing Act 1989 as prescribed in the Local Government Officers (Political Restrictions) Regulations 1990.

## Principal Job Purpose

Responsible to: Chief Executive

## Principal Accountabilities

### Service Responsibilities:

1. To provide strategic leadership of the Council's Education Directorate to include all aspects of raising educational standards and outcomes for children and young people, education transformation and performance, youth services, arrangements for safeguarding children & young people and undertaking the role of client for Leisure and Culture Services.
2. To act as the Council's chief advisor on all areas of Education, Leisure and Culture ensuring the Council delivers its corporate priorities, high quality, cost effective and citizen-focused services.
3. To lead and manage the Service such that it meets its statutory obligations working effectively within the relevant regulatory frameworks e.g. Estyn, and achieves value for money in order to maximise the effectiveness of the Directorate and the Council as a whole.
4. Fulfilling the role as the Council's statutory Chief Education Officer as set out in legislation and ensuring that the Council's statutory functions are achieved to a high standard.

### Corporate Responsibilities:

1. Responsible, as a member of the Corporate Leadership Team, for the strategic leadership of the Council, challenging, shaping and securing the achievement of key priorities and strategies;
2. Robust resource and financial planning and management, supporting the delivery of the Medium Term Financial Plan and the Council's long term financial viability, while promoting a more commercial approach to cost reduction and income generation;

3. Providing clear, strong and motivational leadership to employees and creating a high performance culture that drives continuous improvement, efficiency and high levels of citizen satisfaction;
4. Championing a 'One Council' approach and providing effective leadership, direction and management for the Directorate Management Team and workforce;
5. Managing performance against objectives through the development and implementation of effective performance management systems and performance coaching of staff;
6. Managing the interface with Elected Members, respecting their role within a democratic organisation and building positive and respectful working relationships between Members and Officers;
7. Effective leadership of corporate and service change with the aims of maximising efficiency, modernising services and achieving better outcomes and opportunities for communities and service users;
8. Interpreting and advising on the impact of UK and Welsh Government and other external agencies on the development of local policies and the position of the Council;
9. Leadership across the region making a positive contribution to influence local and regional partnership and collaborative working, promoting Blaenau Gwent and ensuring the Council maximises the opportunities arising;
10. Effectively managing relationships with multiple stakeholders to enhance the Council's performance, reputation and image externally ensuring key strategies are delivered efficiently and that Council resources are managed strategically and effectively;
11. Provide strong and visible leadership and act as a role model in developing high levels of motivation and development amongst staff, a culture of openness and the promotion of equal opportunities in all services, together with maintaining positive and progressive relations with employees and trade unions;
12. Demonstrate the Council's values and behavioural competencies, ie providing positive leadership, acting with openness, honesty and integrity and instilling a clear sense of direction, priority and pace;
13. To ensure that the principles of equality of opportunity are fully integrated and actively pursued within all areas of the Council's service provision and employment policies, practices and procedures;
14. To comply with the relevant sections of the Council's policy statements on Health, Safety and Welfare at Work and Safeguarding;
15. To deputise for the Chief Executive during an emergency situation including during periods where Strategic Co-ordinating Committee is convened as part of Local Resilience Forum.
16. To undertake any other duties commensurate with the role and represent the Chief Executive as and when appropriate.

**Person Specification**

Qualifications & experience	Assessment Method				
	Essential / Desirable	Application Form	Interview	Other (please specify)	Probationary Period
Qualifications/relevant experience					
Educated to a degree level	Essential	✓			
A recognised professional qualification in a relevant discipline	Desirable	✓			
A Teaching qualification and / or qualification related to school improvement	Desirable	✓			
Evidence of substantial senior management experience in an education context and a successful track record of leadership in a large multi-disciplinary organisation.	Essential	✓	✓		
A proven record of successful participation in corporate management and the development of corporate objectives, policies and strategies.	Essential	✓	✓		
Evidence of success in providing professional advice to Cabinet Members and the handling of sensitive policy issues and relationships.	Essential	✓	✓		
Evidence of successful resource and financial management, including evidence of the resolution of conflicting priorities, formulating budgets, applying rigorous monitoring and control procedures and maximisation of available grants.	Essential	✓	✓		
A record of success in communicating and engaging with a wide range of internal and external bodies, building partnerships and productive working relationships and positively promoting organisational reputation and interests.	Essential	✓	✓		
Demonstrable success in managing and motivating teams to achieve significant, sustainable service improvements and outstanding results, with experience of developing and sustaining a culture that harnesses the strengths and talents of employees at all levels.	Essential	✓	✓		
Evidence of championing successful change management within a complex and demanding environment; developing, leading, and implementing strategies and change programmes to secure continuous service improvement, successful outcomes and significant operational and service changes.	Essential	✓	✓		

Evidence of success in building and enhancing the reputation of an organisation with external bodies and the media.	Essential	✓	✓		
Experience of education development work focused on raising standards.	Essential	✓	✓		
Knowledge/Skills					
Understanding of strategic approaches to improving pupil attainment and school effectiveness	Essential	✓	✓		
Understanding of the principles of resource management	Essential	✓	✓		
Effective information, analytical and evaluation skills	Essential	✓	✓		
Knowledge and understanding of the key Educational, Leisure and Culture policy issues and opportunities facing Local Authority commissioners and providers.	Essential	✓	✓		

<b>Welsh Language Requirements (please select one of the following)</b>	<b>Essential / Desirable</b>	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period</b>
Welsh language skills are desirable (level 0 in all Welsh Language Levels).	Desirable	✓	✓		

	Level 0	Level 1 Entry	Level 2 Foundation	Level 3 Intermediate	Level 4 Advanced	Level 5 Proficiency
Listening/Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reading/Understanding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please see "[Welsh Language Skills Guidelines](#)" on the Blaenau Gwent website for further information on the above levels.

<b>Special Requirements</b>	<b>Essential / Desirable</b>	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period</b>
Full driving licence and access to a vehicle for work purposes.	Essential	✓			
Counter Terrorism Check (CTC) security vetting and Non Police Personnel Vetting (NPPV) will be required(undertaken locally)	Essential				

## Personal Competencies

All competencies are regarded as essential, although it is recognised that some may be achieved over a period of time. All employees are expected to continually develop their competencies in line with the framework. In addition to those assessed as part of the recruitment process, competencies will be assessed during the probationary period and through the Authority's performance coaching scheme.

<b>Leading People - Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Provides inspirational leadership & is a role model to others		✓		✓
Takes direct responsibility and is accountable for actions		✓		✓
Respects and values the contribution and ambition of others		✓		✓
Actively promotes equality and diversity		✓		✓
Challenges unacceptable behaviour/attitudes		✓		✓
Recognises and celebrates achievements		✓		✓
Defends colleagues against inappropriate criticism		✓		✓
Demonstrates and is an example of good work-life balance		✓		✓

<b>Delivering the Vision - Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Communicates a compelling view of the future		✓		✓
Ensures the vision is meaningful to all		✓		✓
Challenges the vision appropriately		✓		✓
Proactively promotes the vision to others		✓		✓

<b>Setting &amp; Achieving Ambitious Targets - Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Is committed to continually improving performance of self and others		✓		✓
Agrees ambitious performance targets and priorities for self and others		✓		✓
Sets high standards and keeps self and others focused on outcomes		✓		✓
Gives regular, constructive feedback on service /team/ individual performance		✓		✓
Recognises and celebrates success		✓		✓
Challenges poor performance appropriately		✓		✓
Seeks learning opportunities from results		✓		✓

<b>Empowering Our People - Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Encourages and develops personal accountability in others		✓		✓
Works to identify training and development needs in others		✓		✓
Encourages others to think for themselves		✓		✓
Promotes risk-taking and supports appropriately		✓		✓
Utilises and respects the skills, experience, and ambition of others at all levels		✓		✓
Promotes and demonstrates personal and professional learning and development in self and others		✓		✓

<b>Communicating - Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Creates and encourages two-way communication inside and outside the organisation		✓		✓
Uses appropriate and precise methods of communication		✓		✓
Has personal credibility with a variety of different groups and uses networks effectively		✓		✓
Communicates positively and respectfully		✓		✓
Actively listens and respects others' points of view		✓		✓
Checks own and others' understanding		✓		✓

<b>Making Informed Decisions -Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Is prepared to take action and be accountable		✓		✓
Regards problem solving as an improvement opportunity		✓		✓
Involves others in decision making		✓		✓
Steps back and takes a wider view		✓		✓
Uses evidence to challenge or support point of view		✓		✓
Considers implications of proposed decisions		✓		✓
Ensures decisions link to continually improving performance		✓		✓
Has the confidence to make ambitious, difficult, or unpopular decisions		✓		✓
Is able to justify and explain decisions		✓		✓

<b>Working in Partnership - Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Understands partnerships in the context of the “big picture”		✓		✓
Promotes and is actively involved in multi-agency partnerships to continually improve services for the citizen		✓		✓
Networks effectively internally and externally		✓		✓
Recognises, respects, and utilises the expertise of others		✓		✓
Proactively shares knowledge and information		✓		✓
Seeks out the most appropriate people to contribute to partnership working		✓		✓

<b>Managing the Political Interface - Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Understands the political environment locally, regionally, and nationally		✓		✓
Positively respects and abides by the professional code of conduct and adheres to the principles of political restriction		✓		✓
Establishes and continually improves positive and appropriate interaction with all Councillors		✓		✓
Raises issues and constructively challenges in an appropriate and sensitive manner		✓		✓
Ensures others understand the political dimension of their work		✓		✓
Provides timely, constructive, high quality professional advice to assist the political decision making process		✓		✓

<b>Pushing the Boundaries – Competencies</b>	<b>Assessment Method</b>			
	<b>Application Form</b>	<b>Interview</b>	<b>Other (please specify)</b>	<b>Probationary Period/ Performance Coaching</b>
Regularly and constructively challenges the status quo		✓		✓
Is positive about change and identifies potential benefits to the citizen		✓		✓
Taps into the innovative and creative potential of others		✓		✓
Considers different methods/approaches		✓		✓
Encourages others to suggest new ideas		✓		✓
Supports and develops others’ ideas		✓		✓
Looks creatively inside and outside the organisation for new ideas and actively shares good practice		✓		✓