

CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Schools & Learning
POST TITLE: Head of Service Intelligence & Education Sufficiency	REPORTS TO: Assistant Director Schools & Learning
GRADE: Special E	SAP POSITION NUMBER: 50186048

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes. As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

Key Purpose of Post: Max 3
<p>This is a key strategic post within Education and Learning. The post holder will contribute to key groups within BMDC and attend management meetings both within and outside the Service on behalf of the Assistant Director and deputise as and when required.</p> <p>To be responsible for the provision of statutory work in relation to all aspects of the planning and development of Education Sufficiency, including Early Education and Childcare, School Organisation Planning and SEND sufficiency 0-25 years. In line with ensuring the strategy is delivered based on national and local intelligence and the strengths of collective resources are utilised across the district.</p> <p>To be responsible for the provision of statutory work in relation to all aspects of Early Education Funding, Quality of Provision Early Education Provision inc. the PVI Sector.</p> <p>The Strategic Manager will be responsible for the leadership and day to day running of the teams that make up the Intelligence and Sufficiency Service. The aim of this service is to work with Council teams and PVI Providers and Schools to provide a co-ordinated approach to the well-being of children and young people, to ensure they have the support they need to be healthy, stay safe and enjoy and achieve.</p>

Main Responsibilities of Post: Max 15

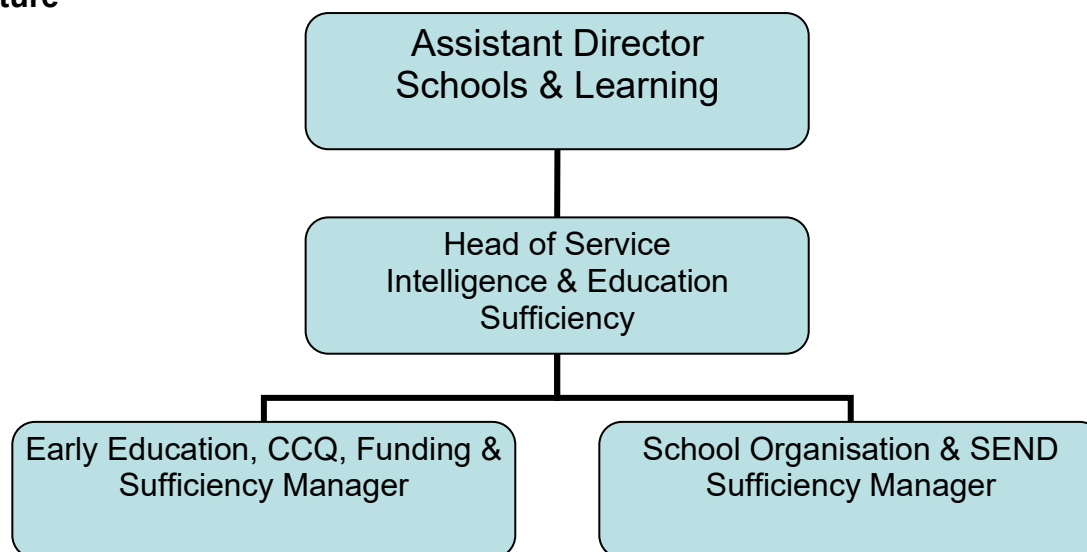
The points below represent a broad outline of key accountabilities. Although not expressly stated in this document, more detailed accountabilities and duties will naturally form part of such accountabilities:

1. Strategically manage and provide leadership to the Service teams within the Intelligence and Sufficiency Service, ensuring the Council meets its statutory functions, duties and responsibilities.
2. Provide leadership and strategic oversight on the development, co-ordination and delivery of provision/new schools, for all children and young people including SEND (0-25) and PRU's, creating high quality provision and supporting schools and over 600 PVI Providers to give the best life chances for all children and young people through its work.
3. Ensure there are robust systems in place for evaluating the effectiveness of the Service managed by the postholder; to ensure that systems for monitoring and recording outcomes, self-evaluation, income generation, strategic analysis and planning are robust and fit for purpose.
4. To continue to respond to and interpret national guidance and legislation and ensure that key aspects are brought to the attention of the Assistant Director Schools and Learning and the Strategic Director of Children's Services and, where appropriate, Children's Services Management Team, Departmental Management Team and Council Management Team.
5. Ensure consistent and effective partnerships and manage the cross dependencies between other council services, such as Education Safeguarding, Admissions, School Improvement, Social Care, Headteachers/CEO's/RSC/DfE in partnership with Schools/Academies, PVI Sector, Health Services and other agencies to improve outcomes for all children and young people.
6. Responsible for allocating spend and monitoring the budgets for the Intelligence and Sufficiency Service, including the allocation of the Early Education Fund, place creation budget, capital grants, including Basic Need/CIP/DFC, totalling in excess of £60M. Responsible for the generation of additional income, ensuring that the Council maximises resources by securing additional investment and increased efficiency when opportunity arises. In line with CBMDC policies and procedures, monitoring and applying value for money strategies where possible.
7. Provide a regional and national presence on behalf of BMDC in liaison with the DfE, RSC, ESFA, Yorkshire and Humber School Place Planning Group, BDOG, Elected Members, SLT, Schools, Governing bodies/Management Committees and all other agencies involved in the work of the service for children and young people.
8. To ensure the development of high performing teams whereby managers within the Intelligence and Sufficiency Service have a clear focus on delivering objectives that support the wider children and young people's priorities whilst ensuring Officers are consistently and appropriately implementing procedures in line with legislation and statutory guidance within the work of the service and all regulatory requirements are met.
9. Respond promptly and effectively to the needs of elected members, the Council's Management Team and other key stakeholders in order to promote the corporate leadership and strategic direction to deliver the aspirations, vision and objectives of the Council.
10. Contribute to wider developments within Children's Services and work with other

senior leaders and agencies outside of Children's Services to devise and deliver innovative and creative strategies.

11. Ensure the effective management and lead the following teams within the Intelligence and Sufficiency Service: School Place Planning, SEND Sufficiency and development (0-25), Childcare and Early Education Sufficiency, Early Education Funding and Early Education/Childcare Quality and Support, being accountable to the Assistant Director Schools and Learning.
12. Attend and contribute to Departmental Management Team, CMT, Executive, Overview and Scrutiny meetings and any other meetings as required by the Assistant Director.
13. Fostering the continual development of relationships with CBMDC colleagues, Bradford's maintained schools/academies, MAT's, PRUs, Alternative Providers, PVI sector, the DfE, RSC and wider agencies are key to the success of this Service and ensuring the best possible outcomes of children and young people across the District.
14. Contribute to the development and achievement of Departmental and Council wide Service Plans according to the priorities of the Council.
15. To undertake other duties and responsibilities commensurate with the grade and level of the post as required

Structure



Special Knowledge Requirement: Will be used in shortlisting. Max 10

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.

	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the <u>Advanced threshold</u> level which will be applied where the postholder requires a greater level of sensitive interaction with the public.	X

You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	
Carries out the working practices, procedures and operations across the specialist areas of School Place Planning, SEND/PRU/Childcare Sufficiency and complex statutory schools returns and is responsible for policy in these areas.	X
Uses specialist knowledge of procedures and regulations, including risk in own areas and/or across other areas of work. (inc. legislation) to ensure health and safety and environmental policies are adhered to.	X
Uses a range of specialist ICT systems across own work area and or across other areas of work. Understands the requirements surrounding data protection and the relevant transfer of data through internal and external mechanisms.	X
Oversees and manages a significant budget, keeping costs within agreed levels for own department and Capital grant funds, including generation of income and contributes to Corporate savings.	X
Uses, interprets, analyses and communicates complex information from a variety of sources. Develops and delivers practical interventions. Ensures that the departmental and service objectives link to Corporate priorities.	X
Solid understanding of the interface between operational and strategic management and the role of the Regional Schools Commissioner, DfE, ESFA and the Schools Adjudicator.	X
The postholder will work with a high degree of managerial and professional autonomy, exercising strong communication skills and demonstrating leadership with key stakeholders.	X
Thorough knowledge of relevant legislation, regulations, standards, guidance, policy and procedures and the political landscape locally, regionally and nationally.	X
Understanding and knowledge of the interrelationships with all types of schools and the interlink with the LA, PRU's/AP Providers and PVI Sector, in consideration of the wider technical/service/commercial implications of a particular decision. Uses own judgement and discretion in responding to situations with multiple areas of sensitivity/potential risk.	X

Relevant experience requirement: Will be used in shortlisting
The applicant is required to provide evidence of having previously spoken fluently to members of the public in order to meet the advanced threshold standard outlined under Special Knowledge above.

Demonstration of successful experience of leadership and management within schools and/or successful LA senior manager experience.
Experience of SEND and Behaviour development and implementation.
Experience of presenting challenge to senior officers, schools, DfE/RSC and making representations to School Adjudicator, DfE, and ESFA. Supplying information and agreeing press releases for local and national media.
Successful experience of working in partnership with a range of stakeholders, including headteachers, senior managers, staff, governors and statutory agencies.
Detailed knowledge of current legislation, particularly related to DfE guidance, Admissions, School Place Planning and School reorganisation, SEND Code of Practice and up-to-date knowledge of the Ofsted inspection processes.
Awareness of current national educational issues and particularly developments in Sufficiency of places, SEND and inclusion.
Proven ability to lead and manage a range of professionals/teams, to bring about substantial changes in the way an institution works.
Relevant professional qualifications requirement: Will be used in shortlisting
<ul style="list-style-type: none"> • Educated to degree level or equivalent. • Detailed knowledge of Children's Services, particularly Education, with a clear understanding of the legislative framework relevant to the role. • Vast experience working in a Local Authority at a senior level with experience of sufficiency, provision, SEND and EY's legislation. • Understanding of the political context and environment of local government. • Personal commitment to continuing professional development.
Core Employee competencies at manager level to be used at the interview stage.
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.
Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.
Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.
Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people

face.

Management Competencies: to be used at the interview stage.

Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

Delivering Successful Performance Our managers monitor performance of services, teams and individuals against targets and celebrate great performance. They promote the District's vision and work to achieve Council's values and agreed outcomes.

Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources and take a positive approach to contingency planning.

Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions:

You will be informed if there is a requirement for the post to have recruitment checks such as DBS, Warner Process.

Compiled by:

**Grade Assessment
Date:**

Post Grade:

Date: Marium Haque

12/11/2020

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