

## Appendix 2

### Leeds City Council Job Profile

<b>Directorate</b>	Children and Families
<b>Service Area</b>	Learning
<b>Job Title</b>	Deputy Director Learning
<b>Grade</b>	Dir 95%
<b>Conditions of service</b>	JNC Terms and Conditions
<b>Reports to</b>	Director of Children and Families
<b>Responsible for</b>	Chief Officer Learning Improvement and Chief Officer Learning Inclusion

#### Job purpose

The postholder will be responsible for Learning Improvement and Learning Inclusion services, providing strategic direction and ensuring a coherent and joined up approach to all educational matters in the city. With a focus on young people identified as being particularly vulnerable and having the most complex needs, the Deputy Director will work with partners including schools, further and higher education providers, health, families and local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives.

#### Responsibilities

- With an emphasis on strong leadership, this role operates within the context of the Vision for Leeds, and the city's broader strategic objectives.
- Provide strategic leadership, providing advice and expertise to decision makers across the Council.
- Working closely with the Director Social Care to promote positive outcomes for children and young people across the city.
- Work with key partners at national, regional and local level and in collaboration with colleagues and partners support the delivery of real change across the city.
- Deputise and represent the Director as and when required.
- Lead, promote and deliver positive solutions to achieving diversity and inclusion in all aspects of service delivery, community engagement and human resource areas, focussing on equality of outcome.
- In line with the Budget Management Accountability Framework ensure that effective budget management and control takes place across your service, the planned level and quality of service provided for within the revenue and capital budgets are delivered and that budget pressures are resolved.
- Lead, promote and deliver positive outcomes for all children in line with strategic plans such as the city's Children and Young People's Plan, the Directorate's 3A's Plan and the national SEND and Alternative Provision Improvement Plan.

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- Work with all providers across the education landscape to ensure effective delivery of SEND services in the context of a full learning system.
- Lead managers within the service to develop a high performing workforce and implement effective resource management strategies to ensure the most positive outcomes for children and young people in line with service and city-wide objectives.
- Actively drive and deliver continuous improvement initiatives taking the strategic lead in delivering educational services in the context of regional and national priorities ensuring all initiatives fully consider those with vulnerabilities and SEND needs.
- Ensure that all areas of service actively support Child Friendly Leeds approaches and seek out real opportunities for Voice and Influence for children and Young People which engage and inform the service.
- The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate to the grade.

### **Qualifications**

Relevant degree qualification or substantial experience in working in this field together with substantial senior leadership and management experience.

### **Working Context**

Post holders will work flexibly both at home and at various locations across the city and region. All colleagues should work in line with our hybrid working principles and spend regular time in the workplace to support service delivery, meeting the needs of the team and the requirements of their individual role. The hours are worked mainly Monday to Friday. However, the post holder will be expected to work outside normal working hours, including attendance at evening/weekend meetings or events if required to meet the needs of the service.

### **Essential requirements**

It is essential that the candidate should be able to demonstrate the following criteria for the post. Candidates will only be shortlisted for interview if they can demonstrate that they meet all the essential requirements.

- Significant leadership experience at a senior level within a relevant environment providing a depth and breadth of knowledge across schools, learning improvement and SEND agendas.
- Experience of having developed and implemented strategies within Education, leading to successful outcomes for children and young people.
- Significant experience of building highly effective partnerships and relationships at a senior level that deliver improvements in education, attainment and provision.
- Comprehensive knowledge of SEND service requirements in the context of a full learning system which incorporates all providers across the education landscape.

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- Comprehensive knowledge and understanding of the current local, regional and national issues and the legislative and political context relating to Education.
- Deputise and represent the Director as and when required.
- Evidence of working with partners and key stakeholders and of forging and driving successful partnership programmes to deliver cross sector priorities and outcomes.
- Excellent communication skills with the ability to influence, negotiate and establish credibility across sectors to enhance reputation and form positive relationships.
- Experience of successful leadership and management of large-scale complex change programmes with an understanding of the strategic issues that face integrated work.
- Evidence of ability to make reasoned and logical decisions allied with high level organisational skills.
- Significant successful senior leadership experience.
- Substantial experience of operating in a political environment.
- Extensive experience of exercising sound judgement and providing clear advice at senior level.
- Experience of developing and implementing highly complex strategies leading to successful outcomes.
- Demonstrate knowledge of applicable legislation, regulations, policies, inspections and performance information and relevant strategic functions e.g. health, safety and security, confidentiality and data protection.
- Detailed knowledge and understanding of economic strategy and policy, understanding of local government political systems and experience of working on politically sensitive issues including significant experience of developing productive working relationships with Council Members, trade unions and Corporate Leadership Team.

### **Behavioural & other Characteristics required**

- Understand and embrace [Leeds City Council Values and Behaviours](#) and codes of conduct.
- Committed to continuous improvement in all areas and work towards delivering the [Best City Ambition](#) of Health & Wellbeing, Inclusive Growth and Zero Carbon.
- Be aware of promote and comply with Leeds City Council policies and procedures e.g., health, safety and security, confidentiality, and data protection.
- Be aware of and support difference ensuring equality for all working in an anti-discriminatory manner, upholding, and promoting the behaviours, values and standards of Leeds City Council.

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- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse, ensuring compliance with relevant policies and procedures.
- Able to understand and observe Leeds City Council equality and diversity policies.
- Carry out all duties having regard to an employee's responsibility under Health and Safety Policies.

**Job description last reviewed:** July 2023

**Name:** Julie Longworth

**Designation:** Director of Children and Families