

Public Document Pack

Supplementary Information

Employment Committee – 10th May 2018

Agenda Item No.7

Appointment of Deputy Director - Learning, Children's and Families

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Report of Chief Officer HR

Report to Employment Committee

Date: 18th April 2018

Subject: Appointment of Deputy Director - Learning, Children's and Families

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: 10.4 (1&2) (The documentation containing candidates' details, which will be provided to Members, will be designated as exempt from publication)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

This report outlines the background to permanently appoint to the post of Deputy Director – Learning, Children and Families which is currently vacant.

The role of the Deputy Director is to work with partners including schools, further and higher education providers, health and the local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives, with children being at the heart of the growth strategy.

This report proposes that an appointment is made on a permanent basis with recruitment to take place in May 2018. The report outlines the recruitment stages for the post.

Recommendations

The Employment Committee is asked to agree the following:

- 6.1.1 Agree to the recruitment of the post of Deputy Director - Learning on a permanent basis;
- 6.1.2 Consider applications for this post.

1 Purpose of this report

- 1.1 This report outlines the reasons for the permanent recruitment to the post of Director of Deputy Director - Learning.

2 Background information

- 2.1 Leeds is committed to putting children and young people at the heart of the future growth strategy of the city, and the role of the Deputy Director - Learning is critical to this ambition.
- 2.2 The authority is presently well positioned to achieve this aspiration with a Good Ofsted Inspection in 2015 which judged its Leadership to be outstanding.
- 2.3 The Deputy Director – Learning will be part of the senior leadership team responsible for discharging the education and children’s social services functions of the local authority. The main focus of the role is to be jointly and directly responsible for ensuring all children and young people are safe from harm; do well in learning and have skills for life; choose healthy lifestyles; have fun growing up; and are active citizens who feel they have voice and influence. This post is directly responsible for learning and support in schools and other learning and universal settings.

3 Main issues

- 3.1 Leeds has the ambition to be the best city in the UK and aims to be a Child Friendly City. Its ambition, priorities and strategy are outlined in its Children and Young People’s Plan.
- 3.2 The Deputy Director role is to facilitate the directorate’s multi agency approach and to ensure the effective co-ordination of resources (financial, human, physical or other) which support a whole service approach centred around the needs of children and young people throughout the City, and especially those who are most vulnerable.
- 3.3 The role is directly responsible for Learning Improvement, Learning Systems and Learning Inclusion.
- 3.4 The post of Deputy Director – Learning is currently vacant.
- 3.5 During January 2018 tenders were invited from Penna, Proventure and Gatenby Sanderson to seek an appropriate (external) search and selection agency to assist with the permanent Director of Children and Families recruitment process. Proventure were successful with their tender bid.
- 3.6 The post has been advertised externally using the Authority’s Jobs and Careers Website, Proventure’s website, The Guardian, The Times Educational Supplement and The Municipal Journal.
- 3.7 The Job Description for the post has been attached (Appendix 1a).
- 3.8 The recruitment process is being coordinated by Human Resources. The post

advert and the job description are attached as Appendix 1a and Appendix 1b.

- 3.9 The recruitment timeline is as follows:
- Job Advert close – 16/4/18 (extended to 4/5/18)
 - Short List (by Employment Committee) – 10/5/18
 - Interviews (by Employment Committee) – 22/5/18

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The proposals contained in this report have been consulted with the leadership of the Council and with key partners.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 This post has had an equality impact assessment. (Appendix 2)

4.3 Council policies and the Best Council Plan

- 4.3.1 This post will make a significant contribution to the Council's ambition to be a Child Friendly City and the Children's and Young People in the City.

4.4 Resources and value for money

- 4.4.1 The post is an established post within the budget provision for 2018/19.

4.5 Legal Implications, Access to Information and Call In

- 4.5.2 This post is a Member appointment given its reporting lines and will be recruited to in accordance with Officer Employment Procedure Rules.
- 4.5.3 Future candidate information as part of this recruitment exercise is exempt from publication. It is considered this information will relate to individuals personal details.

Additionally it is considered that the release of such information would or would be likely to prejudice the Council's ability to recruit effectively to similar posts in the future. It is therefore considered that future candidate information should be treated as exempt from publication under Rule 10.4.(1) and (2) of the Access to Information Procedure Rules.

4.6 Risk Management

- 4.6.1 The Council has clear statutory responsibilities for Children Services outcomes and attainment in the City and a failure to recruit to this post will impact on its ability to fulfil these responsibilities.

5 Conclusions

- 5.1 Members of the Employment Committee are asked to agree the content of this report

6 Recommendations

- 6.1 The Employment Committee is asked to agree the following:

6.1.1 Agree to the recruitment of the Deputy Director - Learning, Children and Families on a permanent basis;

6.1.2 Consider applications for this post when the Employment Committee meets on 10/5/18. Proventure and / or officers supporting this recruitment exercise will endeavour to share candidate details as soon as is practically possible after the closing date.

7 Background documents¹

7.1 N/A

Appendices for the report

Appendix 1a and 1b Job description and Advert (attached)

Appendix 2 Equality Screening report (attached)

Appendix containing candidates' details (which will be designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(1) & (2)) will be provided to Members in line with section 6.1.2 (above)

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

Deputy Director of Learning Services

About the Role **£XX to £112k**

Leeds has become a city to watch. We are rebalancing the economics of the North of England and are gaining a national reputation for our commitment to good growth. For us this means ensuring each step we take to improve the Leeds economy benefits all our residents. Effective, high quality learning for all our young people is at the heart of this good growth.

If you don't agree stop reading now, you're probably the wrong person for this role.

Learning Services provide the opportunity to engage with every family in the city. We're committed to improving the outcomes for children and young people, particularly those who are vulnerable, so that they can contribute to and benefit from the growth of our great city.

High quality education and learning services, improved attainment and inclusion are at the heart of our long-term aspirations. Whatever happens to the UK in the future, post-Brexit world, we must ensure the Leeds economy can draw on and build local talent to make us globally competitive. Our young children are the foundations for our economic, social and community aspirations. What we do now will make a difference for generations to come.

As the new Deputy Director, Learning Services, you will lead this agenda, shaping the city now and in the future. You'll work across Leeds to ensure our pluralist network of providers, parents, partners and stakeholders continue to meet current and future needs whilst driving up attainment for all our young people. You'll face key, and some pressing, challenges – matching school places to a growing and changing demography across the city; providing high quality support services to the Leeds' ['family of schools'](#); working with any school that needs support to meet our aspirations, whatever its governance or funding model; ensuring inclusive and appropriate SEND provision across the city; working with partners to achieve a [child-friendly Leeds](#) and playing a leading role corporately and in our nationally recognised and influential Children and Families Service.

You'll bring the depth of education experience needed to be credible in a top council, having a strong track record of working within education, either in the mainstream or specialist fields. You'll already have successful experience of working with or alongside politicians, exercising sound judgement, working with different providers and balancing high-level strategic impact whilst ensuring operational excellence. You might currently be in a local authority, a multi-academy trust, a consultant, at Ofsted or in an arm of central government. Whatever background, you'll be as passionate about high-achieving, inclusive education and learning as we are. Your impact will be felt for generations in Leeds.

If you're excited by our Vision for Leeds and can make a positive impact across the city, speak to our advising consultants to get more insights and find out more.

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Job title: Deputy Director of Learning Services

Date: 08.03.2018

Ref:LS95011

Job Purpose

Leeds' ambition is to be a strong economy in a compassionate city. As part of Children's Services Leadership Team, the Deputy Director will work with partners including schools, further and higher education providers, health and the local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives, with children being at the heart of the growth strategy. The Deputy Director is jointly and directly responsible for ensuring all children and young people are safe from harm; do well in learning and have skills for life; choose healthy lifestyles; have fun growing up; and are active citizens who feel they have voice and influence. This post is directly responsible for learning and support in schools and other learning and universal settings.

Key Requirements

Part 1: Qualifications and Experience

1. Degree and relevant post-graduate qualification
2. Significant leadership experience at a senior level within a relevant environment providing a depth and breadth of knowledge across the schools, learning and SEND agendas
3. Experience of managing and integrating a wide range of diverse, dynamic and complex services at a senior level in a relevant organisation of significant scale and scope
4. Significant experience of strategy development, improvement and implementation within education leading to successful outcomes for children and young people
5. A proven track record of leading, motivating staff teams and of developing a culture that has achieved a high level of performance and continuous service improvement
6. Experience of leading and managing change in a fluid and developing policy and demographic context, whilst delivering on service and organisational objectives
7. Evidence of successful resource and financial management, including evidence of formulating budgets, resolving conflicting priorities and applying rigorous monitoring and control procedures
8. Evidence of exercising sound judgement at a senior level, providing clear advice at board level
9. Significant successful experience building highly effective partnerships and relationships at a senior level that deliver improvements in education performance, attainment and provision
10. Extensive successful experience of acting as an organisational ambassador at board level, able to represent Leeds credibly at a national level

Part 2: Knowledge, Skills and Abilities

1. Comprehensive knowledge and understanding of the legislative, regulatory, best practice, strategic and policy context across Education and skills at all levels
2. Good working knowledge of SEND service requirements (or the ability to quickly develop this) in the context of a full learning system which incorporates all providers across education, skills and sectors
3. Knowledge of the challenges of managing demographic change in a large city, including achieving integrated education provision and effective management and planning for change or the demonstrable ability to develop this quickly
4. Ability to work in a high challenge high support and consultative environment, working with elected members to provide good quality support and advice within complex governance arrangements
5. Excellent communication skills with the ability to influence, negotiate and establish credibility for the service, create and shape strategic alliances, to enhance its reputation, and to form positive relationships

6. Ability to build impactful relationships across diverse service areas and work effectively with headteachers, principals, governors, parents, across the education community and corporately
7. Ability to collaborate, persuade and influence, working with empathy at the highest internal level and at an executive level externally
8. Ability to develop the Council's strategy and priorities and influence city region and national policy on Education and skills
9. Ability to raise the profile of the city of Leeds nationally to attract alternative funding and promote the council to maximise new opportunities such as pilot schemes
10. Proven ability in driving performance and improved productivity, developing colleagues through ownership and accountability to deliver services which focus on both quality and results
11. Personal and professional credibility which gains the confidence of members, colleagues, parents, partners, corporately, across the city and the learning community
12. Ability to anticipate and translate complex problems into functional policy and strategic planning using intelligence and creativity to develop and evaluate options which deliver positive impact and outcomes
13. A personal commitment to Diversity and Inclusion and Safeguarding

LCC Values

Working as a Team for Leeds	<ul style="list-style-type: none"> • Evidence of ability to make reasoned and logical decisions allied with high level organisational skills
Being Open, Honest & Trusted	<ul style="list-style-type: none"> • Ensures citizens and council members are provided with all relevant information to make decisions; learns from mistakes and seeks to promote continuous improvement and best practice
Working with Communities	<ul style="list-style-type: none"> • Works effectively with a variety of partner organisations to deliver services; communicates and involves stakeholders and the wider community in new developments to encourage ownership and commitment
Treating People Fairly	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens
Spending Money Wisely	<ul style="list-style-type: none"> • Recognise that everyone has an equally important part to play within the Council and value the diverse and vibrant nature of the city and all its citizens

Working Context

The role is primarily office based but post holders are expected to work flexibly both at home and at various locations across the City and region. Hours are worked mainly Monday to Friday, in accordance with the needs of the service; however the post holder will be expected to work regularly outside normal working hours, including attendance at evening / weekend meetings or events.

The role profile and specification are an outline only and may vary from time to time without changing the character of the job or level of responsibility

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Children and Families	Service area: Learning
Lead person: Steve Walker	Contact number: 0113 37 83572

1. Title: Recruitment to the post of Deputy Director - Learning

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

2. Please provide a brief description of what you are screening

The Director is looking to permanently appoint to the post of Deputy Director – Learning, Children and Families which is currently vacant.

The role of the Deputy Director is to work with partners including schools, further and higher education providers, health and the local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives, with children being at the heart of the growth strategy.

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3. Relevance to equality, diversity, cohesion and integration

All the council’s strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	x	
Have there been or likely to be any public concerns about the policy or proposal?		x
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	x	
Could the proposal affect our workforce or employment practices?		x
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation and harassment • Advancing equality of opportunity • Fostering good relations 	x	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

• **How have you considered equality, diversity, cohesion and integration?**
(**think about** the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The position being advertised is an already established and key role within the C&F leadership team. The Director has engaged with all key partners with regards to the intention to appoint to this post.

• **Key findings**
(**think about** any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The role of the Deputy Director is to work with partners including schools, further and higher education providers, health and the local communities to ensure that every child and young person in Leeds has the opportunity to achieve their potential and lead fulfilling lives, with children being at the heart of the growth strategy.

• **Actions**
(**think about** how you will promote positive impact and remove/ reduce negative impact)

N/A

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Steve Walker	Director – Children and Families	02/05/2018
Date screening completed		02/05/2018

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision.**

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent:
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: