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# APPLICATION PACK

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**EDUCATION DEPARTMENT**

**DIRECTOR OF EDUCATION  
(RE-ADVERTISEMENT)**

**ERN02680**

## **CONTENTS**

**ADVERTISEMENT  
JOB DESCRIPTION  
PERSON SPECIFICATION**

This Application Pack should contain all the information you require to complete your application.

# ADVERTISEMENT



## EDUCATION DEPARTMENT

<b>POST:</b>	Director of Education
<b>REF:</b>	ERN02680
<b>GRADE:</b>	CO1 - Director
<b>SALARY:</b>	£112,884 per annum
<b>HOURS:</b>	35 per week
<b>LOCATION:</b>	Barrhead Council Offices

In East Renfrewshire, education is at the forefront of our success. We seek to provide the highest quality education services to children, young people and adults.

As Director of Education you'll enjoy the challenge of making an already excellent service even better. You will drive improvements ensuring we work towards our vision of Everyone Attaining, Everyone Achieving through Excellent Experiences. You'll also be the link to our culture and leisure trust, overseeing its performance and supporting its success.

An inspirational and forward-thinking strategic leader, you have a strong track record of achievement in the field of education. From developing policies to forging partnerships and leading people, you have a proven flair for shaping change and growth with a clear sense of purpose. You'll be at the heart of our achievements – and those of our community.

**This post is considered Regulated Work with Children, under the Protection of Vulnerable Groups (Scotland) Act 2007. It is an offence therefore to apply if you are barred from working with children.**

**Please note this is a politically restricted post.**

**Closing date for applications: midnight on Sunday 16 August 2020**

<b>Shortleat date:</b>	<b>24 August 2020</b>
<b>Assessment Centre:</b>	<b>2 September 2020</b>
<b>Interview date:</b>	<b>7 September 2020</b>

If you would like an informal discussion about the post, you can either contact Catriona Mackie, Aspen 0141 212 7555 or alternatively contact Lorraine McMillan, Chief Executive on 0141 577 3009.

Employees with a contract of employment for 3 months or more are automatically included in our Local Government Pension Scheme which is a career average scheme. Pension contribution rates are based on a tiered system determined by your annual full time equivalent pensionable pay. For example for those earning up to and including £21,800 the contribution rate you pay is 5.5% of your salary. The council pays the rest of the cost of providing your benefits. This amount varies but it's always enough to make sure your pension can be paid and will be at least 19.3% of your pay. In addition you get tax relief on your contributions - the tax you pay on your salary is calculated after your pension contributions are deducted.

Other main pension benefits include a pension that increases each year in line with price inflation and the ability to exchange some of your pension to provide a tax free lump sum. Further details can be found in the attached document General Information for Applicants or via the Strathclyde Pension Fund website [www.spfo.org.uk](http://www.spfo.org.uk).

# JOB DESCRIPTION



**Department:** EDUCATION

**Division/Section:** DIRECTORATE

**Job Title:** DIRECTOR OF EDUCATION

**Responsible to:** CHIEF EXECUTIVE

**Grade:** DIRECTOR

**Date Revised:**

**Principal Functions:**

To provide the council and the Chief Executive with professional advice on the provision of education services and to ensure that, in terms of all relevant legislation, the council's responsibilities as an education authority are carried out to the highest standards within the resources available.

**Main Duties:**

To provide overall strategic management of education within East Renfrewshire, including -

- the articulation of a clear vision, values and aims for the service;
- the provision of effective leadership; and
- the development of policies across all aspects of the education department.

To play a full part in the council's Corporate Management team and to develop and foster a good working relationship with other chief officers in order to ensure that a corporate approach to the management and execution of the council's affairs is maintained.

To encourage and develop a positive and effective relationship with elected members and officers in other council departments, providing them with advice and information.

To ensure that the department plays its part in the delivery of the councils contribution to the community planning outcomes in the Community Plan

and to the council's corporate strategy and plans, especially in areas such as early years, skills and wellbeing.

To ensure that the department continues to deliver the very highest standards of educational services, staying at the forefront of best practise in education and that the Curriculum for Excellence is successfully implemented.

To ensure that the department embeds a focus on the prevention of poor outcomes for our residents.

To maintain and develop effective mechanisms for consultation, communication and engagement with all stakeholders including trade unions, employee representatives and the community

To seek and maintain positive working relationships and partnerships with further education bodies, other public sector agencies and the private and voluntary sector.

To measure monitor and evaluate performance and to promote a culture of continuous improvement in both schools and other services within the education department, taking account of Best Value and building on best practice, benchmarking and evidence.

To continuously modernise how the department works, ensuring that the department is as efficient and effective as possible and makes the best use of available resources.

To ensure that the education department fully utilises digital technologies to deliver better learning opportunities and customer service.

To ensure that operational management of the education department is carried out to the highest levels and that the highest standards of professional practice are maintained, through the development, monitoring and effective management of services and employees.

To manage effectively the staffing, financial and other resources available to the department, taking account of the council's policy on the delegated management of resources to educational establishments.

To exercise the specific delegations of the post of Director of Education as laid down in the council's Scheme of Delegated Functions.

To be conversant with all relevant legislation and specialist areas relating to the work of the education department such as teachers' pay and conditions.

To promote and develop a customer-orientated ethos within the department, including the implementation of an effective complaints procedure.

To ensure strict compliance with Council Standing Orders and Financial Regulations

To apply equal opportunity practices in the workplace and in service delivery

To develop a positive attitude to health and safety among staff and to ensure the implementation of the council's health and safety policy.

To undertake such other duties as the council or Chief Executive may from time to time require.

# PERSON SPECIFICATION



<b>POST OF:</b> Director of Education <b>GRADE:</b> Director	<b>DEPARTMENT:</b> Education	
ATTRIBUTES	ESSENTIAL	DESIRABLE
<b>PROFESSIONAL/ EDUCATIONAL QUALIFICATIONS</b>  Education to degree standard or equivalent  Recognised management or leadership accreditation  Post graduate qualification in education studies or equivalent	✓   ✓	✓  ✓
<b>RELEVANT WORK/ OTHER EXPERIENCE</b>  Considerable experience of senior management in a large complex organisation  Considerable experience in the field of education  Proven record in the management and co-ordination of human and financial resources  Proven track record or promoting, leading and managing change and of harnessing the strengths and talents of employees at all levels  Substantial experience in the application of a corporate approach to the development and implementation of policies and strategic initiatives  Considerable experience in the development of close strategic relationships with a wide range of partners and external organisations	✓  ✓  ✓  ✓  ✓	

<p>Demonstrable experience in the leading and implementation of performance and planning processes</p> <p>Thorough understanding of the workings of local government</p> <p>Considerable experience of all aspects of education both in the teaching and non-teaching fields and in nursery, primary, secondary and adult education.</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
<p><b>SKILLS AND ABILITIES</b></p> <p>A clear understanding of and a commitment to corporate working</p> <p>Ability to champion performance management and best value within a large complex organisation</p> <p>Ability to identify and pursue the potential of ICT and e services in securing service improvement and increased efficiency</p> <p>Able to manage the different priorities of a professional team in a multi disciplined service</p> <p>Highly developed written, verbal and numeracy skills</p> <p>Sound knowledge of budgetary control systems and procedures</p> <p>Ability to effectively manage large revenue and capital budgets.</p> <p>Sound negotiating skills</p> <p>Well developed influencing skills</p> <p>Effective presentation skills</p> <p>Specific knowledge of current legislation, guidance and procedures relating to local government</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>



<p><b>PERSONAL QUALITIES</b></p> <p>Effective communicator</p> <p>Demonstrate a commitment and dedication to the needs of the job</p> <p>Strategic thinker</p> <p>High degree of political sensitivity</p> <p>Ability to relate appropriately to elected members and the community</p> <p>Ability to display calmness under pressure and respond positively to criticism</p> <p>Self disciplined and able to work to strict deadlines</p> <p>Committed to self-development</p> <p>Display a strong focus on obtaining value for money</p> <p>High standard of professional integrity</p> <p>Innovative and perceptive</p> <p>Ability to learn from mistakes</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>✓</p> <p>✓</p>
<p><b>MANAGEMENT COMPETENCIES</b></p> <p>Proven leadership qualities</p> <p>Ability to manage and motivate staff at all levels</p> <p>Ability to manage conflict</p> <p>Ability to prioritise and delegate effectively</p> <p>Demonstrate an entrepreneurial and risk taking approach to management</p> <p>Displaying a strong focus on results</p> <p>A clear commitment to equal opportunities in service delivery and employment</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

<b>MANAGEMENT COMPETENCIES (Cont.)</b>		
A clear commitment to health and safety	✓	
A clear commitment to customer care and consultation	✓	
Knowledge and experience of quality management systems		✓
Highly skilled in both people management and people development		✓