



Role Description & Person Specification

Job Title: Head of Educational Services into Schools

Grade: SEO / Pay Band 25 (£57,074 - £66,461)

What will you do?

You will be responsible in providing senior leadership and management of educational services into schools, working closely with the Service Leads. The postholder provides overall senior leadership for the services into schools – the English as an Additional Language (EAL) Service, the Music Service and the Manx Language Service, with the potential for one other service to be brought under this umbrella (TBC). The role currently has 4 direct reports.

The main priorities include:-

- Leading the educational services into schools and, with the Service Leads, driving the delivery of key priorities, including providing guidance to senior leaders on the effective delivery of education to pupils through educational services
- Monitoring the management of budgets of educational services into schools
- Identifying and developing key priorities for the improvement of educational services into schools and working collaboratively with Service Leads and schools to implement and measure impact of initiatives and provision
- The development of a long term action plan to outline priorities for each of the education services across all schools and settings, and to implement and monitor the impact of this
- Providing educational advice across DESC and other government agencies and to parents/carers, enabling EAS to respond promptly and effectively to any concerns/issues raised
- Leading senior managers and promoted post holders within the educational services into schools, including performance management of the Service Leads and delivering improvement priorities.
- Leading the development and coordination of the Department's Service Delivery Plan; ensuring coherency with overarching Government policies and plans
- Leading the development and coordination of reporting on performance and risks at both Department and Government levels
- Managing the timely delivery of all information and reports required by the Senior Leadership of DESC
- Keeping current with, and contributing to, new developments and relevant research in education, particularly those relating to educational services into schools.
- Contributing to Panel hearings as required

What does that involve?

Leadership and Strategic Responsibilities

- Providing leadership and effective management across the DESC educational services into schools, including the development and coordination of key policies and strategies
- Consulting with a wide range of stakeholders on the formation of policy proposals, such as the development of codes of practice across DESC and wider government
- Playing a key role in the creation and adoption of legislative proposals, including those that may have cross department implications, particularly those relating to Educational Services into Schools' needs
- Supporting in the delivery of wider DESC and Government objectives and engaging with and building strategic relationships with key partners, notably across government and with neighbouring jurisdictions and third sector
- Leading and coordinating the senior leadership of the EAL, Manx Language and Music services, and any other services designated by the Director of the Education Advice and Support Division, together with the Service Leads, actively developing and managing teams' personal development plans and coordinating succession planning for each of the services
- Being visible, proactive and approachable with the public and other services, to ensure that they have a positive and professional experience
- Influencing spending plans, providing support and advice to schools and settings, including other government departments

Performance Management and Improvement Responsibilities

- Supporting the Chief Officer in managing and co-ordinating the development and implementation of robust systems of performance monitoring, risk management and contingency planning across the Department
- Ensuring that the Department has strong governance and compliance. Providing advice and support across the Department and other Government agencies in relation to safeguarding issues
- Leading projects or tasks allocated by the Senior Leadership of DESC
- Providing guidance and training to senior leaders within education settings, other senior leaders across DESC, and leaders in other Government departments
- Leading, coordinating and conducting investigations into formal complaints
- Collating and managing data relating to educational services into schools

Representation and Corporate Contribution

- Representing the Department at all levels across Government, with business and third sectors and with relevant UK Departments and agencies
- Leading and contributing to high level corporate projects and work streams
- Supporting and championing the organisational strategy for DESC across

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government and with all internal and external stakeholders

- Working collaboratively and building consensus with diverse stakeholders
- Managing conflicting priorities and the political interface both within the department and across government with an emphasis on creating win-win outcomes

Provision of Advice

- Providing advice to the Minister, Members and the Senior Leadership team of DESC on educational services into schools, general educational matters and other policy considerations within DESC
- Raising the level of knowledge of the EAL, Manx Language and Music services across the Legislature and Executive Government more broadly.
- Strategic Partnerships
- Forging and maintaining strategic partnerships with the Police, Health and Social Care and other relevant Business Partners including third sector, both on and off island, in order to ensure that effective delivery of the services contributes to the performance of the Department

Safeguarding

- The Department of Education, Sport & Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g., via induction, on-line, briefings at staff meetings in-set days etc., as appropriate.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

What do you need to be successful in this role?

	Essential or Desirable	Method of Assessment
Credibility		
L5 qualification or equivalent in leadership and management and/or education	E	CV/Pre-employment checks
Qualified Teacher Status	D	CV
Evidence of effective use of monitoring and evaluation strategies to bring about improvement	E	CV/Assessment Centre
Evidence of knowledge and understanding of current developments in Teaching and Learning and how children learn	E	CV/Interview
Has open conversations	E	Interview
Addresses the issues	E	Interview
Builds supportive relationships	E	CV/Assessment Centre/Interview
Is professional and credible at all levels including at the political interface	E	Interview
Is able to present complex issues in a coherent Manner, tailoring delivery to the audience	E	CV/Assessment Centre/Interview
Is able to balance and understand conflicting priorities; and recognise the need for "win-win" outcomes	E	CV/Assessment Centre/Interview
Capability		
Future focused	E	CV/Assessment Centre/Interview
Makes considered decisions and is solution focused	E	CV/Assessment Centre/Interview
Challenges and accepts challenge of evidence and views in a manner that promotes productive working relationships	E	CV/Assessment Centre/Interview
Encourages innovation and supports change	E	Interview
Good understanding of the development and implementation of policy and strategy	E	CV/Assessment Centre/Interview
Experience and knowledge of educational services, within school settings	E	CV/Assessment Centre/Interview
Dealing with conflicting and ambiguous prioritisation	E	Interview
Significant experience of managing teams, including performance management, as a middle/senior leader	E	CV/Assessment Centre/Interview
Experience of managing large scale projects	D	CV/Assessment Centre/Interview
Character		

Trusts and is trusted	E	Interview
Has positive energy and drive	E	Interview
Inspires, motivates and empowers	E	Interview
Recognises the contribution (positive and negative) that organisational culture can have and understands how to develop a culture	E	CV/Assessment Centre/Interview
Other requirements		
Isle of Man Worker	D	Application
Full, Valid Driving Licence and access to own vehicle	D	CV/Pre-employment Checks