

JOB PROFILE

Post Title: Executive Manager – Education and Learning

Post No: A05898

Job Purpose

The Executive Manager – Education and Learning reports to the Director Children's Services and is a member of both the extended Corporate Management Team of the Council and the Directorate Management Team. The Executive Manager takes collective responsibility along with the Director and other managers for directorate decision taking and support to Elected Members in determining the Council's overall strategic objectives and priorities.

Lead, direct and manage an efficient and effective Education and Learning service in accordance with the Council's values, objectives, targets and statutory obligations. This includes the following functions: quality assurance; improvement planning and support.

Provide professional advice to the Council, Chief Executive and Director and to ensure the Council fulfils all statutory requirements and implements policies in respect of Education and Learning services.

Key Activities and Responsibilities

- Advise on the strategic direction and developments required in the Education and Learning area to meet the Council's statutory and legal duties and the delivery of the Council's priorities and plans.
- Lead on the development of the Education and Learning strategies and plans.
- Provide leadership, direction and management to all staff to achieve the delivery of the service plan and service improvement and outcomes set and in accordance with agreed specifications, service standards, performance targets and costs.
- Lead the setting of the budget for the service and maintain effective budgetary control to achieve cost reduction targets and ensure the most cost effective delivery of services within the statutory duties and policies of the Council.
- Focus on the redesign, development and improvement of services to better meet the needs of customers and deliver the priorities and objectives of the Council.
- Ensure effective systems to develop, manage, monitor, evaluate and review performance and the collection and retention of accurate management information necessary for corporate and statutory reporting.
- Carry out performance appraisals for direct reports and ensure all employees have an annual performance appraisal.
- Apply robust performance and risk management procedures across the service.
- Ensure the Director is appraised of performance and of emerging issues and seek direction or support as and when appropriate.
- Maintain awareness of developments in national policy, best practice, new techniques and relevant legislation to ensure that the Council's policies and practices conform to statutory provisions and to best practice.
- Provide briefings to elected members on current issues and developments.
- Represent the Council in work with partner agencies and customers as required.

- Ensure the consistent application of Council policies governing employment, procurement, asset management and health, safety and welfare.
- Promote equality and diversity in managing people and in the delivery of Council services.
- Promote the Council's vision and values and apply a positive, people centred organisational culture to support effective delivery of the Council's obligations, priorities and objectives.
- Lead on the development of policies to ensure compliance with relevant legislation, regulations and the requirements of regulatory bodies.
- Ensure the effective communication of and training in policies across all staff responsible for implementation or application.

Principal Responsibilities

- Lead the improvement of the curriculum, learning, teaching and assessment, and support the delivery of Curriculum for Excellence in all schools and early years settings for all children and young people.
- Ensure equal access for all children and young people to a broad and balanced curriculum.
- Ensure all aspects of national and local priorities are taken forward across schools and early years settings.
- Involvement in the recruitment of Head Teachers and Quality Improvement Officers.
- Lead and manage the resourcing of teaching and support staff in schools and early years settings.
- Lead the development and management of the quality assurance process in all schools, early learning and childcare settings and out of school clubs, and the completion of quality reviews.
- Lead and manage the provision of support to head teachers and managers in the completion of pre-review inspection reports.
- Support the review of inspection reports and the development of post inspection action plans.
- Monitoring the performance of all schools and early years settings, and identifying actions to support improvement and inclusion.
- Support the implementation of improvement plans in schools and early years settings to improve service delivery.
- Ensure complaints are dealt with appropriately.

From time to time the Council may require the post holder to undertake duties outside those specified.

PERSON SPECIFICATION

Post Title: Executive Manager - Education and Learning

Post No: A05898

This person specification describes the values and attributes of a suitable candidate for our role. Through the recruitment & selection process we shall be looking for evidence that you understand, share and can demonstrate our values and possess the essential attributes.

Our Values

In Shetland Islands Council, **Excellent service** is at the heart of everything we do. We provide **excellent service** by **taking personal responsibility** and **working well together**. We demonstrate this by;

1. Providing an excellent level of service, by making sure we understand, meet and manage our service users' needs.
2. Having a positive attitude and taking our responsibilities as employees of the council seriously. Working in an open and honest way, reflecting on our performance and looking for opportunities to improve and develop.
3. Demonstrating a positive attitude by being open-minded, fair, respectful, trustworthy and honest.

For more detailed information on the Council's Values, please visit the Shetland Islands Council's website and search for 'Our Values'

	ESSENTIAL	DESIRABLE
<u>Personal Features / Qualities</u>	Proven leadership and influential ability	Community awareness
	Effective partnership working	Demonstrates enthusiasm and commitment
	A strategic thinker, with the ability to effectively challenge the status quo	Excellent negotiation skills with a flair for facilitation
	Committed to continuously improving working practices	A good ambassador for Shetland
	Drive, vision, energy, initiative and decisiveness	A team leader, and a team player
	Personal motivation and ability to motivate others	
	Professional approach	
	Self motivated and self disciplined	

ESSENTIAL**DESIRABLE**

Ability to work under pressure and deliver priorities

Ability to consistently apply corporate standards

Relevant Experience

3 years experience in a supervisory/management role within an education setting

Track record of service improvement

Experience of delivering strategic change management
Experience of working in a political environment

Education

General Teaching Council (Scotland)
Registered Teacher

Management qualification

Skills, Abilities and Knowledge

Experience in delivering strategic objectives across a range of service areas

Knowledge of best practice in the field of implementing best value, including service planning, needs assessment, consultation, option appraisal, etc

Knowledge of the principles of project management

Excellent communication skills, with the ability to relate to a range of audiences

Knowledge of relevant legislation

Effective management of budgets and resources

Knowledge of relevant quality management systems

Demonstrates knowledge and awareness of current national developments, legislation and industry best practice

Demonstrates knowledge and awareness of Shetland's circumstances and future

Additional Information

Politically Restricted Post This post is designated under the terms of the Local Democracy, Economic Development and Construction Act 2009, and the postholder is restricted as to the undertaking of political activity.

Allowances: Distant Islands Allowance

Evaluated Grade: QIM

Date of Evaluation: -

PVG Membership:

Disclosure Check:

Pre-Employment Medical Questionnaire: -

Date of Last Amendment: 06/11/2024 (LNCT)/