

**ROCHDALE BOROUGH COUNCIL**

**JOB DESCRIPTION**

<b>SERVICE:</b>	Schools and Inclusion
<b>SECTION:</b>	Schools Service
<b>LOCATION:</b>	Number One Riverside
<b>JOB TITLE:</b>	Head of Schools
<b>POST NUMBER:</b>	
<b>Grade:</b>	Soulbury points 29-32 plus a potential 3 SPA points
<b>Accountable to:</b>	Assistant Director, Schools and Inclusion
<b>Accountable for:</b>	Variety of teams within the Schools Service
<b>Hours of Duty:</b>	37 flexible working hours in accordance with the needs of the service.
<b>Any Special Conditions of Service:</b>	<p>The Authority operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within in the immediate vicinity of the building which is wholly owned, leased or operated and occupied by Rochdale Borough Council.</p> <p>This post is Politically Restricted in accordance with the current regulations</p> <p>Some out of hours working and attendance at evening meetings which will be compensated for in accordance with local conditions of service.</p>

**The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

ORGANISATIONAL CHART – see separate documents

## **PURPOSE AND OBJECTIVES OF THE JOB**

- 1) To lead the drive for educational excellence in schools across the borough through the delivery of the Rochdale Education and Skills Strategy, Children and Young People's Plan, and other related Local Authority Strategies.
- 2) To lead, manage and have responsibility for a range of service areas within the Schools Service (see staffing structure) and to contribute and liaise with other parts of the Children's Services Directorate.
- 3) To develop strong working partnerships with schools, Multi Academy Trusts, partners and council colleagues to ensure high standards are achieved for all our children and young people
- 4) To be responsible for leading and coordinating interventions with schools that require additional support and focused improvement in line with Support and Intervention in Schools, November 2024
- 5) To support the AD Schools and Inclusion in their role.

## **Control of Resources**

### Personnel

The post will oversee the work of a number of teams as allocated to the post holder.

### Financial

Responsible for working in accordance with the financial regulations and procedures of the Authority. Responsible for that part of the services resources which relate to the work of the post holder.

### Equipment/Materials

Responsible for all materials and equipment from time to time issued to the post holder or used by staff allocated to the post holder.

## **Health/Safety/Welfare**

Responsibility for the safety and welfare of self and colleagues in accordance with the Health and Safety Policies of the Council.

## **Equality and Diversity**

To work in accordance with the Authority's Policy relating to the promotion of Equality and Diversity.

## **Training and Development**

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the Council's Performance Management Framework.

## **Relationships (Internal and External)**

### Internal

- Directors and Assistant Directors
- Management and Staff of the service
- Management and staff of other teams and services within the Authority
- Elected members

### External

- Schools
- Multi Academy Trusts
- Members of the public
- Staff of Government Departments
- Staff and management of other local authorities/schools
- Trade Union Officials

## **Responsibilities**

The postholder must -

- (i) Perform his/her duties in accordance with Rochdale Council's Equality and Diversity Policy.
- (ii) Ensure that Rochdale Council's commitment to public service orientation and care of our customers is provided.

## **Values and Behaviours**

Approach the job at all times using the values set out below

- Proud of the difference we make
- Passionate about the diversities of the Borough
- Pioneering and Open in our Approach

Be aware of and apply these values and associated behaviours at all times.

## **Principal Duties**

1. Ensure up to date professional knowledge of current education policy and practice and provide advice on education matters to Assistant Directors and Director of Children's Services.
2. Support and promote the Raising Rochdale initiative, striving to achieve the best outcomes for all children and young people in the Borough of Rochdale.
3. Provide line management to senior managers within the Schools Service.
4. Develop and maintain strategic relationships and partnerships in the borough and effective working relationships with schools to ensure delivery of Children's Wellbeing and Schools Bill, Support and Intervention in Schools, and other relevant legislation and guidance.
5. Develop and implement impactful frameworks and strategies that drive educational excellence, with a focus on school improvement, inclusion, trauma-informed practice, and broader school-related priorities.
6. Collaborate with education leaders to create high-quality strategies for improving and supporting schools across the Borough that meet the requirements of regulatory bodies such as Ofsted.
7. Pro-actively promote and oversee a rigorous, strategic approach to service improvements including effective performance management and budgetary control.
8. Lead the implementation of change to services to ensure best practice, adherence to statutory requirements/legislation, implementation of policy and the maximisation of resources.
9. Pro-actively drive innovation and continuous improvement across the service both departmentally and organisationally to achieve best value and positive/effective outcomes for all children and young people.
10. Ensure that the impact of new legislation, government policy and all other services which may impact on the service, are identified and implemented.
11. Ensure the robust monitoring, evaluation and quality assurance of the Schools Service and borough wide school/learner related strategies.
12. Oversee the provision of support and challenge to schools causing concern, underperforming schools and those in an Ofsted category including mainstream schools, PRUs and special schools.
13. Ensure timely intervention, where appropriate, in schools where outcomes and achievement are at risk or are vulnerable, and commission or broker effective support to drive improvements.
14. Ensure that appropriate, accurate and insightful information is provided to enable elected Members, officers, and other bodies to effectively monitor performance against agreed standards and targets, and track progress towards achieving the council's strategic objectives.

15. Ensure the schools service contributes effectively to the development and delivery of early help, SEND and Children's Social Care.
16. As appropriate, explore the development and delivery of traded services to schools.
17. Proactively engage with relevant local, regional and national agencies and networks, maintaining effective working relationships.
18. Responsible for managing Schools Service related risks and associated political, legal and reputational risks for the local authority.
19. Accountable for the efficient and rigorous management of significant financial budgets including staff resources, expenditure and income in line with legislation and corporate priorities to promote high standards and value for money.
20. Embed, monitor and report on service performance indicators to demonstrate the local authority's progress against their statutory and strategic responsibilities and service priorities.
21. Contribute, as a member of the senior management team, to service priorities.
22. Deputise for the Assistant Director Schools and SEND, as required, to ensure appropriate decision making and discharge of responsibilities on their behalf
23. Contribute to the senior leadership team, as needed, engaging in the corporate and strategic drive to enhance the quality of service delivery and achieve local and national priorities for improvement.
24. Lead, guide and support a coherent framework of performance management which ensures that employees are inspired and committed to perform to the best of their abilities to achieve service objectives.
25. Pro-actively develop a culture that supports the achievement of high levels of performance through continuous improvement in all aspects of service delivery.
26. Champion and role model a culture of continuous performance improvement.
27. Ensure adherence to effective processes for recruitment, development, reward and retention of employees promoting high attendance and performance.

### **Secondary Duties**

- 1 To participate in Council programmes of in-service training as a trainee and when required as a trainer / facilitator.
- 2 To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- 3 To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Director of Children's Services or Assistant Director of Early Help and Schools (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

Job description prepared by: Jane Sowerby

Date June 2025