

Role Title	Director, Education & Lifelong Learning
Ref	SSD1
Grade	Director Spot Salary
Primary Purpose of Role	To provide strategic analysis and robust advice to the Cabinet Member for Education and Lifelong Learning regarding best options and methods to deliver relevant aspects of the Council's priorities as set out in its Corporate Plan; also to ensure the effective and efficient implementation of the Cabinet's strategic choices with a firm focus on achieving continually improving outcomes in educational attainment and successful engagement in lifelong learning in Cardiff and across the wider City Region.
Key Accountabilities	<ul style="list-style-type: none"> • To translate the Council's stated vision and priorities into a set of aligned and effective strategies for education and lifelong learning • To provide high-quality advice and insight for the Cabinet Member for Education and Lifelong Learning regarding the most effective models for delivering the relevant corporate priorities and responding to emerging needs • To take a lead role in the formation and on-going development of deep-rooted strategic partnerships and relationships that will place Cardiff's educational and lifelong learning services at the forefront of the City Region • To identify and make the most of existing and potential synergies across the work of the Council's educational, lifelong learning and other services, plus those of partner organisations • To take a lead role in optimising the use of the Council's resources by creatively using risk-managed partnerships, collaborations and commercial ventures to best deliver the key services needed by the people of Cardiff and the wider City Region • To accurately advise the Chief executive and Cabinet Member how and where to make efficiencies, cuts or investments in education and lifelong learning that will best serve the people of Cardiff and the wider City Region • To assess the strategic impact of shifting service demands in a diverse City with growing financial pressures and a commitment to the provision of improving standards of attainment, and to advise the Cabinet Member of all of the options (including innovative responses) and associated implications • To lead a management team; creating, implementing, monitoring and reviewing the performance of education and lifelong learning services and ensuring that significantly improved outcomes in the lives of learners are secured • To promote and lead a culture that realises Cardiff's aspirations in all aspects of its education and lifelong learning • To scan the external context and to advise Cabinet Members on how to position the portfolio for emerging changes, challenges and opportunities • To fulfil all of the statutory duties and responsibilities of the authority's Director of Education

Areas of Responsibility	<p>a) Achievement</p> <ul style="list-style-type: none"> • school improvement; • youth services; • education welfare; • looked after children; • partnerships and performance; • school admissions; • governor coordination; • Cardiff Commitment; • information management; • business support; • elected home education; • Education other than at school • minority ethnic achievement and other key groups; • healthy schools. <p>b) Inclusion</p> <ul style="list-style-type: none"> • educational psychology • communication & wellbeing specialist teams (speech & language, autism support, learning intervention, behaviour support) • SEN casework <p>c) Services to Schools</p> <ul style="list-style-type: none"> • music service • Storey Arms outdoor education centre • school catering • International links • traded services <p>d) School Organisation, Access Planning</p> <ul style="list-style-type: none"> • admissions policy • school organisation planning • commissioning of new build • consultation on school organisation proposals
Types of Measures of Success	<ul style="list-style-type: none"> • Continually improving outcomes in the lives of people in Cardiff and the wider City Region • Achievement of Corporate Priorities for the education and lifelong learning portfolio • Effective management of resources – improvement of portfolio performance, whilst achieving required financial savings • Satisfaction of the Cabinet Member with quality of advice offered in relation to key portfolio choices

When preparing your written application you will need to provide evidence only for the competencies identified with an asterisk. These are the essential competencies for your written application. In responding to each of the essential competency areas, you must provide examples which demonstrate how you have successfully delivered results of a size, scope and complexity comparable to the challenges faced by Cardiff Council.

These and the remaining competencies will be assessed during the remaining stages of the recruitment process.

Behavioural Competencies	Application Stage	Competency Level(s)
Putting Our Customers First	*	5
Getting Things Done	*	5
Taking Personal Responsibility	*	5
Seeking to Understand Others		5
Developing Potential		5
Leading Change	*	5
Initiating Change and Improvement	*	5
Organisational Awareness		5
Partnering and Corporate Working	*	5
Communicating		5
Analysing , Problem Solving and Decision Making		5
Equality & Diversity		5
Optimising Resources	*	5
Demonstrating Political Acumen		5