

# Buckinghamshire County Council

## Director for Education & Early Help - Candidate Information Pack -



### Welcome letter from Martin Tett, Leader of the Council and David Johnston, Managing Director, Children's Social Care and Learning

Thank you for your interest in coming to join us in Buckinghamshire as Director for Education & Early Help, part of the Children and Young People's Services portfolio - probably one of the most exciting, challenging and interesting jobs in Children's Services in the country.

This key role will drive strategies to promote, maintain and further improve the quality and standards of education across all settings in the county. What's more, as a member of Children's Social Care and Learning Leadership Team, you will work in partnership with not only schools but other services, including health, early help and children's social care, as part of an improvement journey aimed at bringing positive change to children and their families.

This high profile role is exciting and challenging. You will, through your leadership, provide vision and energy to achieve the best for children in Buckinghamshire. As part of your responsibilities you will manage the contract with the Buckinghamshire Learning Trust, a charitable trust delivering a comprehensive range of services to schools and early years settings, and working in partnership, improve outcomes for children and young people.

You will also play a full part in the development of all aspects of Children's Services, working closely with elected Members and with colleagues in the Children & Families Business Unit. You will also be a member of the Council's wider Leadership Team, comprising Service Directors, Managing Directors and the Chief Executive.

You will need to be aspirational, focused, determined, resilient and committed to success in improving outcomes and life chances for children and to providing extra support for those who need it most. If you feel that you have the qualities and the appetite to take on this post, then we look forward to hearing from you.

Yours sincerely,



Martin Tett  
Leader of the Council



David Johnston  
Managing Director Children's Social Care and Learning



Click the image to view an introductory video from David Johnston, Managing Director, Children's Social Care and Learning providing more information about the role

## Our Values



### Ambitious

Having or showing a strong desire and determination to succeed.



### Accountable

Owning our actions and decisions.

### Caring

Keeping customers at the heart of decisions, and being passionate about serving the public.



### Collaborative

Creating solutions and delivering better outcomes through teamwork across boundaries & complex environments.



## Buckinghamshire & the Council

Buckinghamshire County Council is an historically high performing organisation with a strong track record of achievement. We are well placed to tackle the varied and sometimes challenging set of priorities that we face.



Above: Map showing the boundaries of Buckinghamshire, including Oxford, Reading, Luton, and London for reference.

Buckinghamshire has excellent train lines into London, with a direct line into Aylesbury (and a 5 minute walk from the New County Offices) and is readily commutable by car from Oxford, Luton, Watford and North London.

The County boasts outstanding areas of natural beauty, as well as national areas of interest such as Pinewood Studios, the Prime Minister's Chequers retreat and Stoke Mandeville Stadium, the birth place of the Paralympics.

Please click the icons below to view:

Our Pinterest page →

← Our strategic plan

For a review of Council performance in 2015-16, and access to a range of other downloadable reports, please click [here](#)

## Our Future

## Restructure - Future Shape

Faced with an age of austerity until 2020 and beyond, the world is changing and Buckinghamshire County Council needed to change with it. Rather than constantly salami-slice budgets and cut services we chose to operate in a more commercially minded way, by taking the best of the private sector and merging it with the best of the public sector. The Future Shape programme was created to enable us to be financially self-reliant and continue to improve outcomes and deliver high quality services for the people of Buckinghamshire.

The future shape model enables us to operate more commercially—empowering Business Units to be entrepreneurial—innovating, driving down costs and making it easier for our customers to do business with us. Our structures have changed but the real change will be driven through our new processes and ways of operating, including the creation of a digital first organisation.

### Key features of Future Shape

- Independent**  
Through solutions that ensure financial sustainability and self-reliance, imbuing flexibility to tackle the challenges ahead.
- Focused**  
Members will set priorities with residents and deliver these according to a robust performance management philosophy.
- Open**  
Through clear digital touchpoints, improve the ease of residents' access to the Council, and empower them with the ability to serve themselves.
- Synergetic**  
Delivery of services with key partners and through a wider mix of cost effective, fit for purpose delivery models and providers
- Lean**  
Developing a honed, flexible and commercially skilled workforce who are equipped and incentivised to work together across different structures to deliver our priorities.
- Evaluative**  
Continual review and appraisal of our assets and resources, bringing the insight necessary to seize opportunities and innovate accordingly.

## Children's Social Care & Learning

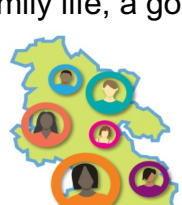
Our vision for children and young people in Buckinghamshire is:

*"Children and young people are safe, happy and healthy, feel valued and value others, are treated fairly, have lives filled with learning, thrive and are able to enjoy life and spend quality time with family and friends"*

We want Buckinghamshire to be a great place for all children and young people to live, be safe, to learn and achieve successful and fulfilled lives. We have strong collaborative partnerships across the County with Families, Businesses, Schools and Colleges, Private and Voluntary Sector, Police, Health, District and Parish Councils and many more

Our Children's Strategy describes our ambitions and priorities for all children and young people in Buckinghamshire. This is built on the foundation of the United Nations Convention on the Rights of the Child (UNCRC) to which the UK Government is a signatory. As statutory agencies and partners, we should do all within our powers to protect and promote the rights of children as enshrined in the convention. This includes the child's right to protection, family life, a good education, proper health care and decent housing.

Please click the image to view our Children's Strategy →



### Key Challenges

- Like all Local Authorities, Buckinghamshire is facing some significant challenges.
- Demand for statutory services has increased substantially in the last 5 years above increases in population growth. This has placed significant pressure on client and staffing budgets which at the same time are being squeezed by central government;
- Changes to statutory responsibilities of the Local Authority in education which are as yet unclear - we will proactively respond to government requirements as soon as we can;
- Financial and Budgetary challenges – Home to school transport; pressures on SEND due to SEND reform; and pressures on Dedicated Schools Grant (DSG);
- Ofsted - In 2014, Ofsted concluded that our services were inadequate, and following implementation of an ambitious improvement plan, we are well on our way to driving up improvements across all 6 themes identified. Please see our latest monitoring letter (Sept 2016) from Ofsted [here](#)

## The Role

As Director for Education and Early Help, you will be occupying a newly created post, building on historically high achievements as one of the best education authorities in the country.

You'll lead the way in ensuring all children have the opportunity to fulfil their potential, striving to ensure we close the gap between lowest and highest achievers.

By driving the County's lead role as a key partner with schools, you'll help to shape and influence the transformation of services for children and young people.

You'll proactively address the rising agenda around vulnerabilities, child sexual exploitation (CSE) and radicalisation, as well as bring a thoughtful, commercial and innovative mindset to addressing increasing budgetary pressures.



Responsibilities will include advocating for and promoting the highest possible educational outcome for all children, young people and residents of Buckinghamshire.

You'll champion, promote and safeguard the interests and welfare of children, young people, families and especially 'vulnerable children and young people' across all related education services and settings.

You will also be the lead in development and implementation of strategies to promote, maintain and further improve the high standards of education, the quality of teaching in all settings and the skills, attainment and progress of all children and young people in Buckinghamshire

# Role Profile

## Title of role:

- Director for Education & Early Help

## Fundamental purpose of the role:

### In summary:

- Build on the historically high achievements as one of the best education authorities in the country:
  - Further narrowing the gap between lowest and highest achievers
    - Attainment at the lower end has improved, whilst attainment at the higher end has improved even faster – hence sadly, the gap has grown
  - Ensuring that all children (not just high-achievers) have the opportunity to meet and fulfil their potential
- Drive the County's lead role as a key partner with schools in helping to shape and influence the transformation of services for children and young people
- Proactively address the rising agenda around vulnerabilities, child sexual exploitation (CSE) and radicalisation
- Bring a thoughtful, commercial and innovative mindset to addressing increasing budgetary pressures

### More fully:

- Develop, advocate for and promote the highest possible educational outcome for all children, young people and residents of Buckinghamshire
- Lead the development and implementation of strategies to promote, maintain and further improve the high standards of education, the quality of teaching in all settings and the skills, attainment and progress of all children and young people in Buckinghamshire
- Deliver an on-going and sustained narrowing of the gap between lowest and highest school achievers
- Work closely and collaboratively with related Council services and external partners/agencies to secure the best outcomes for children and young people in all areas, especially health and safeguarding
- Advise elected members and the Managing Director for Children's Social Care and Learning on the development of local education policy and the implementation of national education policy
- Develop strategies to plan for and deliver increased capacity, within resource constraints, maximising leverage with our partners and stakeholders
- Evaluate policy changes at national level, and taking into account Buckinghamshire's particular context, develop effective responses with colleagues and elected members
- Be a key member of Children's Social Care and Learning Leadership Team, and actively contribute to the delivery of co-ordinated services for children and families with partners in health, early years, education, children's social care, youth services and adult's services.

## **Scope, spheres and key elements of the role:**

### **The Service**

- Leadership and day to day operational decision making for the service, and management of its budget (responsible for a delegated budget of c.£10 million)
- With our partners (including schools, boards of governors, the Bucks Learning Trust (BLT) and other colleagues within the local authority), developing and refining on-going strategies to achieve education excellence for all children and young people, ensuring that Buckinghamshire's education system delivers a successful service that meets the needs of all children that come through it
- Leading the drive across all schools and settings for improved standards, especially where there are unequal outcomes for identified pupil groups with a firm resolve to closing the attainment gap
- Championing, promoting and safeguarding the interests and welfare of children, young people, families and especially 'vulnerable children and young people' across all related education services and settings that you are responsible for or come into contact with
- Assessing and ensuring the provision of a sufficient supply of high quality school places, enabling and co-ordinating a fair admissions service, and both ensuring and providing high quality alternative provision options of the highest quality
- Ensuring that robust systems are in place for successful policy development, performance management, and support and challenge of the quality of schools, early years settings, post-16 providers and adult learning providers
- Ensuring effective delivery of commissioned services via BLT and other relevant providers.
- Ensuring all services meet the requirements of Inspection
- Ensuring all statutory functions within the Learning Skills and Prevention service area are met
- Ensuring the on-going development and refining of 'Special Educational Needs' (SEND) policies, and planning their implementation
- Ensuring the recruitment, induction, development, supervision, health, safety and welfare and retention of employees to ensure that the service teams are able to deliver timely and appropriate services to customers
- Effectively and regularly liaising with the two major teaching groups that work with Buckinghamshire County Council: Buckinghamshire Association of Secondary Heads (BASH) and the Primary Executive Board (PEB), as well as the Schools Forum and other relevant groups, including teaching unions

### **The Business Unit**

- Being an active member of the Children's Social Care and Learning Senior Leadership Team (SLT) to ensure that the strategic aims of the Business Unit are delivered

### **Strategic**

- Meeting regularly with and providing advice and support to the Managing Director of Children's Social Care and Learning, the Council's political leadership and the lead Members for Education and Learning and Children's Social Care, and contributing to policy formulation at a strategic level and supporting Cabinet Members

### **Corporate**

- Ensuring the implementation of the Council's aims, vision, values and strategic objectives within and across the Business Unit
- Ensuring that at all times, you carry out your responsibilities with due regard to our policies, organisation and arrangements for Health and Safety at work
- Ensuring that you carry out your duties in line with our policies on Equality and Diversity, being sensitive and caring to the needs of others, and promoting a positive approach to a harmonious working environment
- Undertaking additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Managing Director, Children's Social Care and Learning or the Chief Executive

### **Key Priorities:**

- Immediate:
  - Local Authorities have significant pressures on their budgets and we need to make best use of the resources we have in the face of some national uncertainty as we wait for announcements from Central Government. Amongst the other pressures we will need to manage is how we continue to discharge the statutory duties in the face of diminishing resources including how we manage our home to school transport requirements
  - Address the attainment gap that is present between the lowest and highest achievers in our education system
  - Build on the already improved relationships with schools to further enhance services
  - Explore the issues and involve yourself in the provision of new school places, responding to our considerable projected population growth
  - Review our Special Educational Needs (SEND) service to ensure the right children are receiving the right service in a cost-effective and sustainable manner
  - More broadly, contribute to a vision for young people right across the Council's remit, and not just restricted to education
- Medium/Longer term:
  - Maintain the focus on narrowing the attainment gap
  - Maintain a firm grip and develop/refine ways in which the Authority can work effectively with the Free Schools and Academy agenda, and developing additional Free School places

**Role reports to:**

- David Johnston, Managing Director, Children's Social Care and Learning

**Direct reports:**

- Mainstream Education
- Head of SEND
- Head of Fair Access & Youth Prevention
- Head of Virtual School
- Head of Adult Learning
- Admissions Manager for schools

**Other key relationships:**

- Internal
  - Service Director for Children and Families
  - Service Director for Safeguarding (Social Care)
  - Director for Communities, Health and Adult Social Care
  - Director for Joint Commissioning
  - Council and Cabinet Members, particularly those with a focus on education [you will be the Council's principal advisor on all matters re education, and will work closely with Zahir Mohammed, Cabinet Member]
  - Other senior managers across Bucks CC
- External
  - Co-Chairs of Buckinghamshire Association of Secondary Heads (BASH)
  - Chair of the Primary Executive Board (PEB)
  - The Buckinghamshire Learning Trust (BLT)
  - Head Teachers, School Governors and Secondary Boards
  - Teaching unions
  - Sponsors of some of our schools, including the Diocese
  - Formal professional boards
  - Senior figures at local colleges and universities
  - Key partners with Police, Health and Social Care

**Performance in role will be judged by:**

- Objectively:
  - Delivery against mutually agreed objectives as set out using the Buckinghamshire County Council's system of Developing Successful performance (DSP)
  - Consistent demonstration of the values and behaviours that embody the Council Values
- Subjectively
  - Feedback from the Managing Director and other key internal players, including colleagues and elected members
  - Feedback from external partners

**Please also note:**

- Responsibilities will vary over time and additional tasks may be added to support Buckinghamshire County Council's strategic direction.
- This is a politically restricted post in accordance with Section 2(1)(b) of the Local Government and Housing Act 1989.

# Person Profile

## Part One:

These are the requirements, against which we will assess your written application, so please be sure to address each of them when putting your application together, and ideally providing examples of how you meet them.

### Essential:

A demonstrable and proven track record of:

1. Success in a senior managerial/leadership role within a school, college, council (or similar organisation with a strong focus on education), and building/developing high performing teams
2. Significant demonstrable success in delivering change management programmes (ideally, truly innovative and transformational in nature and outcomes)
3. Success in leading as well as working in partnership with other organisations/people, in driving improvement and more effective joint-working, and able to evidence truly significant impact
4. Knowledge and experience gained from working on wider issues surrounding the welfare of children and young people, such as Child Sexual Exploitation, radicalisation, and related topics
5. An ability to communicate effectively and to great effect with a variety of different and very demanding audiences (e.g. heads, teachers, governors and parents), understanding that messages may need to be conveyed in different ways for different people
6. A history of innovation, and clear examples of lateral thinking as an approach to problem-solving
7. Having developed a personal vision for what a high-performing education system should be about, and a strong sense of how that might be adapted and applied for Buckinghamshire as a practical strategy
8. Being resolutely outward looking, focused on building strong relationships and enduring partnerships across all sectors

## Part Two:

If invited to interview, the criteria outlined in Part One (above) will be tested further, along with the core competencies and personal attributes listed as follows.

### Style, skills, attitudes, behaviours:

To survive and thrive within the organisation, you must ...

- Have a blindingly obvious and strong interest in the welfare and education of children and young people

- Be dedicated to and strongly motivated by enabling the success of all children, particularly the most vulnerable or those with barriers to education
- Be able to establish and articulate a clear guiding vision, strategy and compelling narrative, and be able to engage and enthuse staff, members and partners with the merits of that vision and desired outcomes
- Be ‘politically’ and ‘Politically’ sensitive, and able to establish rock solid relationships of confidence, credibility and respect with head teachers and teaching staff, governing bodies, parents, teaching unions, health and other partners, staff managers, elected members and the Council’s corporate leadership
- Have effective analytical skills, and be able to set and achieve ‘stretch, but still realistic’ objectives across Buckinghamshire County Council’s operations, as well as be able to sift, analyse, and communicate results in an accessible and transparent manner to a range of demanding audiences
- Be entrepreneurial, innovative, lateral thinking and commercial, in the sense of being totally committed to delivering the basics well, but also looking for delivering things in new and better ways; being candid, the current model has to change and accordingly, we are looking to you for ideas, and you will be given a lot of freedom to innovate and take calculated risks
- Be capable of having diplomatic yet robust and frank, transparent and open conversations with other organisations, and critically, the public, both privately and in public meetings
- And finally, you must be capable of further progression in your career; we are looking for strong and ambitious corporate players; deliver and be successful in this role, and we’ll give you’re a bigger one; we are very strongly committed to succession planning

### **Part Three – Chemistry and “Fit”**

**We posed a series of questions on your behalf to David Johnston, Children’s Social Care and Learning Managing Director, and to whom this role reports**

**What are you like to work for and with?**

So:

- My strengths lie in children and safeguarding; hence this role to provide support on the education side is very important
- I get on well with the members here, and they have been hugely supportive re our challenges following an adverse Ofsted inspection back in 2015
- We’ve obviously had a major challenge and focus on Ofsted for the last couple of years, and that is where I have been mainly focused, but that position, whilst still work in progress, is now much improved
- I like people who are capable of courageous conversations and don’t flinch from raising issues
- I also like people who are ready to address poor performance/attitudes at the outset and when they see them exhibited; and who have the commitment and resolve to follow things through
- I enjoy and need clear and regular communications



- I like having people who are clearly comfortable and at ease working with the wider workforce – no airs and graces, and no prima donna's

**And what exactly is the position re Ofsted now?**

Well:

- The relationship 'feels' pretty positive
- Our most recent monitoring visit was last August, following which we got a letter on 16 Sept [see link at end of this pack]; it is on our website; they noted significant changes and improvements in our social care service; they pointed out one or two areas that are still needing work; but overall, feedback was positive and they said we were heading in the right direction; they'll be coming back to conduct a separate review at the end of November/start of December on another section of work; we're hopeful that that should be ok
- The Department for Education came in for their monitoring visit on 23 September; feedback at the time was positive; they said things have moved along in the right direction; had just a few things they wanted to discuss further; following that visit, we are awaiting a letter from the Minister
- Members and the Leader remain absolutely committed to resolving all and any remaining issues, and without being in any way complacent, I'm confident that we are on a positive track

**You've had an interim in this post for some time now. What has he been able to achieve?**

- The interim post holder has done a great job
- He communicates well, he is a relationship builder and he has the right amount of self-confidence
- A particular and notable achievement has been that he has re-built our relationships with our schools; the head teachers respect him, and that whole partnership is on a much firmer footing

**So, whilst noting the spec for the role above, what do 'you' need, and what are 'you' looking for?**

So:

- I would really like to be supported by someone who can demonstrably develop and build strong relationships external to the organisation, as well as the necessary corporate and elected member relationships; I want someone who is capable of building new strategic alliances; I want a partnership builder, not a breaker
- I need to work with someone who can have a natural and easy 'presence'
- I particularly need someone who is and will be 'credible and approachable' in the eyes of staff, peers and external colleagues, particularly head teachers
- I absolutely need someone who is well-able to hold their own amongst a strong group of fellow service directors, right across the Council
- I need someone who is committed to the concept of business intelligence; to gathering it, evaluating it, and harnessing it

- I need a ‘future thinker’, who is always horizon scanning, researching locally, regionally, nationally and internationally for ideas and new/best practice
- I need someone fully aware of the changing landscape for education, and able to work across the region and sub-region to influence whatever policy is coming our way
- I need a pragmatist – who is basically strategic in mindset, but never hesitates to ‘get involved’ and intervene when it is needed
- And we, as a business unit, need a teamplayer, who is corporate and gets that they will need support from colleagues to do this job; flying solo just will not work; and that means this person helping colleagues out too, from time to time; we are all in this together

**And what works less well with you?**

So:

- I absolutely don’t like surprises, and I’d far rather be made aware of any issues or problems as early as possible so that they can be dealt with
- I’m not looking for someone who can only work by following the rules in some kind of ‘jobs-worth’ manner; I’d far rather have, and in fact, I need an individual who can ‘flex’ and use their own judgement, think laterally and take measured/calculated risks

**What is the prevailing operating culture/dynamics of this role’s peer group?**

So:

- That’s still evolving
- All very competent individually; all dedicated professionals in their own sphere
- We’re on a journey towards acting co-operatively and collegiately; it’s clear that most of the challenges we are facing can’t be solved by one person or indeed, one service – we all need to work together
- All are self-starters, and all are highly motivated

**What style/persona will be necessary to work effectively in the corporate culture that Bucks is evolving, especially with a recently appointed new Chief Executive**

So:

- The Council is structured around four business units with an underlying philosophy about: being entrepreneurial; delivering the basics well; but also seeking to stop doing some things, and in other cases start delivering new things in different ways
- We’re very firm about moving towards an ethos where people are given a lot of freedom and latitude to innovate and take calculated risks
- We’re strongly committed towards listening to the needs of our customers and citizens, and harnessing ‘digital’ as a means of delivering services wherever we can
- We know that we can only deliver services in partnership with others, but we also know that the mutual respect and common goals that underpins such

partnerships has to be based on honesty, transparency, and frank (even robust) conversations

- And our officers, as with our politicians, all have to be capable of being front and centre when it comes to addressing citizens and local communities in public meetings – there is no place to hide here
- We're 'upping the ante' on developing our staff through a more ambitious workforce development strategy, as we seek to develop a talent pool of leaders for the future, and a sustainable pipeline of people who are getting ready for their next role
- And finally, in an era of on-going austerity or pressure on budgets, or whatever one wants to call it:
  - We have to be commercial, and either sell such services as we can, where we can
  - Or join up with other organisations and partners in a shared services vehicle
  - And when we spend money, we need to be 'thoughtful' about how and when we do that; this isn't about finding the cheapest solution – its about the medium to longer term, and 'value for money' re delivering effective outcomes

**The spec above has set the bar very high indeed. If a potential candidate meets all of these criteria, then they will be pretty special, and likely have many attractive options for their career. So why might they want to come and work for Buckinghamshire?**

**Any one or a combination of:**

#### Personal

- The ability to gain an improved lifestyle/quality of life for yourself and your family, and access excellent schools for your children
- You have an 'empathy' and fondness (perhaps from growing up here, perhaps gained more recently or perhaps from visiting/holidaying) for Buckinghamshire as a place
- You grew up here, you left at 18, you've had a great career – and now this is a chance to seize a hugely challenging and rewarding role that could take you back to your roots and closer to family connections
- We are centrally located, and close to London if that is important to you, with good transport links

#### Professional

- As a council, we have a very well-developed commercial approach and probably further developed re commercialisation and entrepreneurship than most
- We have a clear vision of where we're going, and how we're going to get there
- This role is an opportunity to be a part of realising that vision

- This is a key role in terms of driving forward an already high achieving education authority; overall, 87% of our students attend 'Good' or 'Outstanding' schools; however, we are far from complacent, and we want to drive those attainment rates up, for all children
- The fact that we are open for change, means there's a real opportunity to make a mark
- We're looking for someone to influence the broader agenda too
- There aren't many education roles that will give someone so much freedom to influence, both internally and externally
- Consequently, this is a great job to make your mark as a leading Director for Education and Early Years
- And it shouldn't take that long to do achieve here, because all the pieces are in place
- You just need to push us up to the next level
- You would relish the freedom, scope, challenge and ambition that this role presents – both professionally and personally
- You totally 'get' where the future delivery of education services are headed, and you are utterly convinced you know how to guide us towards the best and optimum solutions for the pupils, communities and citizens whom we serve
- It is the description of the style and aptitudes that has 'captured' you, and whatever your current role or sector, you recognise yourself

#### More generally

- In Buckinghamshire, you've got an organisation that is very ambitious, and which will encourage and give you every opportunity to be innovative and creative
- We have a stable political administration – so there is not the continual upheaval and change in direction that you might find in many other authorities
- This is a high profile role, both within and outside of the Council, and offers the chance to shape the delivery of all of our services, show initiative and drive new ways of working
- There is a big 'growth' agenda here (in terms of the economy – 50,000 new homes to be built over the next 20+ years, which will present enormous challenges for the Council's services and infrastructure, but especially schools), which means much to cut your teeth on and get involved in
- You would be joining when there is still the chance to influence and shape the direction of travel
- You've noted that we've recently appointed a new and ambitious (for both herself and us) Chief Executive. She is just a couple of months in, and she 'gets' and is totally signed up to what this post has been designed to deliver
- You can make a name for yourself here and leave a legacy, or enhance an existing strong reputation and further build/consolidate your external networks, which all officers here are actively encouraged to do; this role will look great on your CV

- We are totally committed to succession planning at Bucks, and through our leadership and talent programme, we'll seek to broaden your skills and invest in you. And if you are not yet on that path, we can work on helping you to develop that broader perspective
- Deliver in this role and we'll do all that we can to keep you and give you a broader role and promotion; that said, if you deliver here and then see your future as being elsewhere, you'll go with our thanks and good wishes

**And picking up that last point, where might this role lead?**

- Possibly to a Managing Director position here, or Chief Executive role within a slightly smaller authority
- Or to a Headteacher, Chief Executive or Principal role in a school/school chain or college
- Could also could lead to a high-level leadership role in another education-focused organisation

**So what might this person be doing now, and where might they be?**

- Could be a senior leader in a school or college
- Could be in a similar managerial position in an education-centred organisation
- Could be an Assistant Director in another county or unitary council
- Could be working with an academy chain or sponsor
- Could be working on education with a Diocese

# **Main Terms and Conditions of the Role**

## **Contract**

- The appointment is based on a permanent contract.

## **Reward**

- The salary for this role is competitive in line with the market

## **Pension**

- The post is pensionable. Buckinghamshire County Council offers the Local Government Pension Scheme (LGPS) through the Buckinghamshire Pension Fund. This scheme is a final salary pension scheme.

## **Annual Leave Entitlement**

- Your annual leave entitlement is up to 32 days plus 8 public holidays per annum.
- The leave period is from 1 April to 31 March. Those employees starting or leaving employment during the year are entitled to leave proportionate to the number of completed days' service during the year.
- A maximum of five days' annual leave may be carried forward to the next leave year. We also offer an annual leave purchase scheme, which allows up to 10 days additional leave to be purchased each year.

## **Location**

- The post is mainly based at the County Council's offices in Aylesbury, although there will also be a requirement to work from our offices in High Wycombe. The role involves travel for business purposes.

## **Period of Notice**

- The post is subject to four months' notice on either side to end the contract of employment.

## **Probation**

- If appointed, you will be subject to a six-month probation period.

## How to Apply

This guidance contains important information to help with your application.

### General Conditions

We recognise and welcome our responsibility to remove any barriers in our Recruitment and Selection process for disabled people. We have tried to do this, but if you have a disability and identify any barriers in the job description please tell us of these in your application. We are committed to making reasonable adjustments to the job wherever possible and it would help us to know your needs in order to do this.

### To apply for this role, we would like you to provide the following:

- A motivation statement (ideally no more than 2 sides of A4), which explains why you are applying for this role and the contribution, style, skills and experience you will bring to it.
- A supporting statement, providing evidence/examples of how you match the eight key requirements of the role as outlined in Part One of the 'role profile'. These, plus the further criteria listed under Parts Two and Three will be further tested at interview.
- A comprehensive, up to date and current CV ensuring all gaps in employment and education history are fully explained.
- Contact details of three referees so that we are able to take up your references if you are shortlisted for final panel interview (referees will not be contacted without your permission).
- A completed Equal Opportunities monitoring form. We are keen to ensure that our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

The equal opportunities and monitoring form can be found at the end of this pack. This is a word document that you need to complete and return to us.

Please ensure you return the above documents by the end of the closing date, 04 January, 2017 to **BCC1043@davidsonpartners.com**

All applications will be acknowledged. Following long listing, you will be contacted directly with an update on the status of your application.

On the following pages, there is an indicative timetable for this appointment.

Please ensure that you let us know in your covering letter if there are any specific dates that present you with a problem.

If you have any specific queries about the role, or wish to have an informal and confidential discussion, then please call or email our advisors at Davidson & Partners:

Hamish Davidson: [hamish.davidson@davidsonpartners.com](mailto:hamish.davidson@davidsonpartners.com)  
M: 07932 698 807

Jack Williams: [jack.williams@davidsonpartners.com](mailto:jack.williams@davidsonpartners.com)  
M: 07885 670 504

Colin Horwath [colin.horwath@davidsonpartners.com](mailto:colin.horwath@davidsonpartners.com)  
M: 07766 104 662

### **Indicative Timetable**

Closing date	04 January 2017
Longlisting	12 January 2017
Preliminary interviews	18,19, 20, 23 January
Shortlisting	31 January
Informals	02, 03, 06 February
Assessment centre & Final Panel	Week of 06 February



## Further Information

- [Profiles of the Cabinet](#)
- [Profiles of Council Members](#)
- [List of Council Committees](#)
- [Buckinghamshire County Council Strategic Plan – 2015-17](#)
- [Buckinghamshire County Council's statement on improving children's services](#)
- [Buckinghamshire County Council Child Services Improvement Plan](#)
- [Buckinghamshire County Council's Children & Young People Plan for 2014-2018](#)
- [Buckinghamshire Learning Trust homepage](#)

## Diversity Monitoring Form

Role:	Director for Education & Early Help, Buckinghamshire County Council
Reference Number:	BCC 1043
Your full name:	
Where/how did you first learn about the role?	

**We are committed to employing a workforce that reflects the community we serve. Please help us to monitor our progress by completing the details below. Your information will be treated confidentially.**

### Gender

What is your gender?

Male  Female  Prefer not to say

### Pregnancy and Maternity

A woman is protected under section 18 of the Equality Act 2010 and cannot be treated unfavourably because of her pregnancy

If you are a woman, are you pregnant, on maternity leave or returning from maternity leave?

Yes  No  Prefer not to say

### Disability

The Equality Act 2010 says that a disabled person is someone with a physical or mental impairment, which has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Examples include cancer, diabetes, multiple sclerosis, heart conditions, hearing or sight impairments, or a significant mobility difficulty and mental health conditions or learning difficulties.

In relation to the definition above, do you consider yourself to be disabled?

Yes  No  Prefer not to say

### Age range

18-24    25-34    35-44    45-54    55-64    65+    Prefer not to say

**Religion or belief**

Please tick the box from the list below which best describes your religion or belief:

- Christian                       Hindu                                       Jewish                                        
 Muslim                               Sikh                                       Buddhist                                        
 No Religion                       Prefer not to say

Any other religion, please specify:

**Gender Reassignment**

The Equality Act 2010 defines a transsexual person as someone who “is proposing to undergo, is undergoing or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attributes of sex”.

In relation to the definition above, do you consider yourself to be transsexual?

- Yes                                          No                                          Prefer not to say

**Ethnic Origin**

Please tick the box from the list below which best describes the ethnic group to which you belong:

White		Black		Asian	
British	<input type="checkbox"/>	British	<input type="checkbox"/>	British	<input type="checkbox"/>
English	<input type="checkbox"/>	African	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Scottish	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Welsh	<input type="checkbox"/>	Any other Black background, please specify:	Black please	Bangladeshi	<input type="checkbox"/>
Irish	<input type="checkbox"/>			Any other Asian background, please specify:	Asian please
Northern Irish	<input type="checkbox"/>				
Gypsy or Irish Traveller	<input type="checkbox"/>				
Any other White background, please specify:	White please				

Mixed		Other ethnic group		Prefer not to say	<input type="checkbox"/>
White and Black African	<input type="checkbox"/>	Chinese	<input type="checkbox"/>		
White and Black Caribbean	<input type="checkbox"/>	Arab	<input type="checkbox"/>		
White and Asian	<input type="checkbox"/>	Any other ethnic group, please specify:			
Any other background, specify:	Mixed please				

### Sexual orientation

Please tick the box from the list below which best describes your sexual orientation:

- |          |                          |                   |                          |                       |                          |
|----------|--------------------------|-------------------|--------------------------|-----------------------|--------------------------|
| Gay man  | <input type="checkbox"/> | Gay Woman/Lesbian | <input type="checkbox"/> | Heterosexual/Straight | <input type="checkbox"/> |
| Bisexual | <input type="checkbox"/> | Prefer not to say | <input type="checkbox"/> | Other                 | <input type="checkbox"/> |

***Thank you for taking the time to complete this form.***