

Job Description and Person Specification

ASSISTANT DIRECTOR: STANDARDS,
SAFEGUARDING AND PARTNERSHIPS

A Lambeth to be proud of



Job Title: Assistant Director: Standards, Safeguarding and Partnerships

Division: Education and Learning

Grade: SMG 2

Reports to: Director, Education and Learning

Context

This role sits within the **Education and Learning Division** of Lambeth Council and is a critical part of the senior management team both within Education and the wider **Children's Services** department. The position is designed to support and deputise for the **Director of Education and Learning**, contributing to strategic leadership across the borough's schools and educational settings, ensuring quality, safeguarding, and continuous improvement.

The successful candidate will play a leading role in developing partnerships through the **Lambeth Schools Partnership (LSP)**, coordinating school improvement services, and driving forward borough-wide education strategies. This includes a focus on high standards, inclusive education, safeguarding, and ensuring successful outcomes for all pupils, particularly vulnerable and underachieving groups. The post-holder will also be responsible for oversight of the **Virtual School** for Children Looked After (CLA), Early Years team, traded services, Young People Not in Education or Employment (NEET) team, safeguarding policy, and educational governance, as well as representing the division in safeguarding reviews and strategic programmes.

Job Purpose

- To report to and deputise for the Director of Education and Learning and be part of the senior management team in the Education and Learning Division as well as the wider Children's services
- To provide monitoring and challenge to all schools and settings, no matter how governed, reporting concerns to the Director of Education and Learning, relevant sponsors, Ofsted or the Regional Schools Commissioner as appropriate
- As strategic lead on school partnership development, play a key role alongside Headteachers and Chairs in the Lambeth Schools Partnership (LSP) to deliver an excellent programme of support
- To provide strategic leadership for the Borough in partnership with the LSP of quality assurance services in regard to education provision in the Borough managing the education advisory service and school improvement
- To ensure an effective traded school improvement service with schools and settings as part of the LSP
- To have oversight of schools' and settings' safeguarding policy and practice. Working closely with the Safeguarding manager and Designated Safeguarding Leads to ensure safeguarding in all schools and settings is effective

- To be the lead representative for the Education and Learning Division for safeguarding reviews as they relate to children who have been harmed or at serious risk of harm. Liaise with front door link in MASH to ensure children and young people's needs are met in a timely and effective way to minimise and/or remove the risk of harm
- To ensure high quality support for governance of schools
- To ensure schools and settings are well prepared for external inspection
- To drive and implement the strategic and operational vision of the Council and to successfully manage the cultural change required to achieve excellent service delivery in relation to school and setting quality and high achievement of pupils including vulnerable pupils and those that achieve less well than their peers
- To ensure an effective music service and other relevant traded services run for the benefit of Lambeth children.
- To lead on education core delivery team internally to support the Lambeth School Services.
- To line manage the virtual school and drive education achievements for our Children who are Looked After (CLA).
- To lead and/or co-ordinate Borough strategic programmes workstreams, which relate to positive outcomes for children and young people, as directed by the Director in line with co-operative goals and ambitions
- To lead the Early Year team and drive improvement across all settings
- To improve our tracking and participation of young people post 16 to ensure they are in suitable education or employment
- To have full knowledge and experience of relevant national and local legislation, policy, procedure and practice requirements. To continually learn from best practice locally and nationally

Responsibilities

- Schools and settings partnership development
- Lead role in the Lambeth Schools Partnership
- Management of school improvement, education advisory service and action group co-ordination
- Lead on safeguarding policy and practice
- Quality assurance and oversight of data of education provision including early years
- Workstream lead for core Borough strategic programmes
- Lead for Governor services
- Oversight of Lambeth Music Service
- Lead of the Early Years Service
- Income generation and quality service support and delivery through traded services
- Lead for the Post 16 NEET service

Main Duties and Responsibilities: Leadership and Management

1. To ensure that schools and settings, children and families are placed at the heart of the service, are treated courteously and fairly and are consulted on all aspects of their service provision and involved in the design of service provision

2. To lead and deliver divisional, directorate and corporate performance plans and to set objectives to ensure that the service develops in line with changing needs, including service users and national standards
3. To take part in the multi-agency strategic and operational planning process and to jointly manage services with key partners where appropriate and agreed
4. To be responsible for the oversight and management of relevant budgets
5. To monitor and the evaluate the effectiveness of professionals who report to the postholder ensuring high quality service delivery
6. To be responsible for relevant staff development and training
7. To co-ordinate the service contribution to borough wide priorities and strategies led by staff in your team and analyse the resulting outcomes
8. To lead and promote effective partnership and school improvement strategies in a reflective and creative way to enhance teaching and learning, improve attendance and reduce exclusions in schools, early years and alternative education settings
9. To develop and lead effective partnerships with internal departments and external agencies, including schools, in order to promote the safety and well-being of children and young people and to achieve excellent outcomes
10. To ensure staff and managers receive the supervision, appraisal, support, training and development necessary for them to provide high quality, safe care for children. To carry out quality assurance, audits and analysis of staff supervision and exit interviews and ensure service and departmental improvements are made based on the outcomes of this analysis
11. To provide Elected Members with professional expertise and to write and present committee reports and briefings

Performance management

12. To jointly deliver the overall operational and strategic management of the Education and Learning Division and the Council, with other agencies including the voluntary sector

13. To directly manage and deliver performance of both staff and the service, ensuring early intervention where performance falls below national or organisational standards, or threatens to fall below, required standards and to implement HR procedures, including disciplinary procedures where necessary
14. To develop systems for the effective monitoring of performance and recognising and commending good performance and to demonstrate high expectations of performance
15. To review and develop services for own area of responsibility and take a corporate approach to ensure it is in line with the local and national context
16. To provide and write management and other reports in a timely way, as needed, required or directed by the divisional management team or the departmental leadership team
17. To lead and deliver the work connected to Ofsted and other external regulatory bodies including: preparing for inspections, developing and implementing action plans in a timely manner
18. To investigate and respond to complaints as required relating to Children's Services, in accordance with Lambeth's Complaints Procedure and within specified timescales
19. To engage and contribute to service and divisional management team meetings and to actively lead the operational and strategic management of the service

Finance and Resources

20. To effectively manage the budgetary performance of the service within the Council's delegated scheme
21. To take personal and professional responsibility for ensuring that expenditure is on track, and appropriate action is taken to address any risks in order to achieve a balanced budget at the end of the financial year
22. To prepare all necessary documentation for the Council committee processes where appropriate.

23. To commission and deliver services within the best value framework and the Council's Efficiency Savings Framework
24. To report in a timely manner to the Director any issues where there may be budget or fraud risks and to produce and implement an appropriate action plan
25. To work within the existing financial systems and implement any new systems within the appropriate regulatory framework and make service savings wherever possible, ensuring the needs of children and young people are met
26. To ensure that staff and managers understand the Council's budgetary framework and ensure that invoices are paid on time
27. To proactively seek and manage external grants and funding sources and comply with associated requirements

Information and IT

28. Ensure that service user information is comprehensive and accurate and that IT systems are updated by staff and managers. Ensure that data protection standards, information sharing and access to files protocols are in place and are fully complied with, within the legal framework
29. To ensure that information technology is used to its fullest potential to provide management information and to inform future service delivery
30. To develop and implement the Council's agreed IT strategy
31. To develop and implement information systems to ensure the communication and cascading of information and business planning objectives

Communication

32. To consistently ensure reputation management; to promote a positive image of the Council and the Borough, both internally and externally, and support the implementation of the Council's values.

33. To develop and maintain effective relationships with Elected Members and Trade Unions.
34. The post holder will work with auditors and other inspectors approved by the Council in any investigations pertaining to the work of the team and the records held and implement the subsequent action plan.
35. To communicate with service users: consulting and involving them in service modernisation, as well as developing innovative and effective approaches to the participation of children and young people and their families.

General Accountabilities

36. Provide clear, visible leadership and effective management to all functions within the post holder's service area
37. Secure sustainable partnership arrangements with key partners and others, particularly health, schools, colleges and the voluntary sector, and other Boroughs, where these add value to the work of the service in seeking to improve outcomes for children and young people
38. To ensure relevant services across the Borough work effectively and collaboratively to achieve excellence against all national and locally set targets and to chair and participate in panels
39. To ensure that there is continuous, fast vigilance in relation to safeguarding children and families and achieving excellent outcomes
40. Work closely with other service managers and the Directorate Management Team to ensure that Children's Social Care Services are seamlessly delivered and the child is always placed at the centre of decisions
41. The post holder will work closely with other Directorates in ensuring that Lambeth Council provides safe and joined up services for children and families

- 42. The post holder will be required to provide out of hours cover as and when required and/or as emergency cover rotas dictate
- 43. Ensure service staff use all appropriate corporate processes and systems to carry out duties
- 44. The post holder will participate and lead meetings and will develop and participate as necessary in formal and informal training exercises, workshops/discussion groups, etc.
- 45. To undertake any other duties that may be required to meet the demands of the service. These may be varied from time to time to meet the needs of the service

Personal qualities

- 46. To be results focused to meet agreed national and local deadlines
- 47. To be solution focused and to be committed to continuous development of own knowledge and skills in order to maintain expert status within the Service
- 48. To undertake any other duties that may be required to meet deliver safe service, as determined by the Director
- 49. To demonstrate flexibility in managing a diverse workload in an environment of constantly shifting priorities, including complex legislative changes and operational demands
- 50. To value other professionals and be able to make professional relationships work in order to secure co-operation, achieve partnership working and better outcomes for children and young people
- 51. To have an entrepreneurial attitude in developing and managing budgetary performance

- 52. To deal with conflict in a professional, non personalised way, to challenge colleagues within the management group and to make decisions to the benefit of the whole service
- 53. To understand and accept the fast pace of delivery

Equalities and diversity

- 54. At all times, carry out the duties of this post with due regard to Corporate Equal Opportunities Policy, Bullying and Harassment Policy, Managers Charter and Valuing Diversity, ensure that all staff adhere to these policies and lead on equality impact assessments as necessary

Health and Safety

- 55. To ensure that you carry out the duties of the post in accordance with the Health and Safety at Work Act 1974, the Data Protection Acts 1984 and 1998 the Federation Against Software Theft Guidelines, Corporate IT standards, The Computer Misuse Act 1990, The Council's Equal opportunities Policies, The Council's security policy, the Freedom of Information Act 2000 and other relevant legislation, as well as Council policies, procedures, Standing Orders and Financial Regulations
- 56. To maintain an awareness of the risks to the Directorate and the Council and take necessary action to minimise risks and ensure that the actions of staff comply with the Council's policies and procedures.

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).			Shortlisting Criteria
You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.			
If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with “Ticks” (✓) on the person specification when you complete the application form.			
For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.			
Key Knowledge	K1	Detailed knowledge of all national legislation, statutory requirements & legal framework that underpin the responsibilities of the LA in relation to the maintenance of and oversight of high-quality education provision.	✓A
	K2	Broad understanding of the legal framework that underpins equalities and equitable delivery of education services particularly the requirements of the Children and Families Act 2014, Education and Inspection Act 1996, the Academies Act 2010	A
	K3	Extensive and relevant knowledge and experience of the local context	✓A
Relevant Experience	E1	Substantial proven experience of managing professionally qualified staff at a senior level within a school or education authority	✓A
	E2	Successful track record of senior management and policy management skills which translates strategies and plans into operational realities.	✓A
	E3	Focuses on People: - Showing a genuine interest in people’s development and wellbeing and understanding the beauty of individualism. - Being open to challenge our processes that are not achieving its aims and action where things are not working. - Being equalities focused organisation and consulting before making decisions - Maintaining and developing staff by doing one-to-ones, appraisals, and team meetings	A

		Corporate vision on our expectations of providing a good service	
	E4	Takes Ownership: - Setting a good clear vision and culture - Leading by example by setting an innovative culture - Empowering your managers and staff to be accountable for their work - Being supportive and engaging, floor walking and holding engagement sessions to talk with all your staff - Investing in training and providing learning opportunities to improve - Putting in place effective recruitment plans and strategies	A
	E5	Works Collaboratively: - Working collaboratively with other Councils, local businesses and organisations providing excellent service - Ensuring there are feedback loops for passing and receiving information - Giving clear guidance on what collaborative working means for your service areas - Being a role model and showing collaborative behaviour, e.g. listening to opinions and building consensus in meetings	
	E6	Communicates Effectively - Defining expectations and supporting teams to understand the council's vision, being clear on what success looks like - Having an open, honest dialogue with staff to hear what they are asking, then reflecting what they have said, and responding promptly - Providing regular communications, e.g. a newsletter / blog from senior managers - Motivating and engaging staff - Creating a culture of celebrating success	
	E7	Focuses on Results Understanding the bigger picture and how things work together	

		• Creating clear definitions of outcomes, establishing a clear line of sight from the Borough Plan, strategic priorities and outcomes to business plans • Working with managers and staff to identify how to achieve outcomes effectively • Setting clear expectations for conducting performance management to ensure priorities are met • To give feedback on peoples' results • Encouraging and supporting a learning culture within service areas • Allocating resource whilst thinking about how it affects local people Celebrating publicly others' part in the team's success and collective achievements	
Qualification		Educated to degree level or above; PGCE or equivalent; senior or executive school qualification	✓A

CORE VALUES AND BEHAVIOURS

Equity behaviours



One Lambeth
CONNECTED BY PURPOSE

- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.

Kindness behaviours



One Lambeth
CONNECTED BY PURPOSE

- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

Accountability behaviours



One Lambeth
CONNECTED BY PURPOSE

Ambition behaviours



One Lambeth
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.