

# CANDIDATE BRIEFING PACK

**Director of Education & Skills**

**Prepared for BCP Council**

**September 2024**



Penna

FIND | EXCITE | SECURE

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## Welcome Letter

Dear Candidate,

Welcome to Bournemouth, Christchurch and Poole (BCP) Council, one of the UK's largest unitary authorities serving a dynamic beautiful location with huge potential. As a council, our four-year vision is for a place where people, nature, coast and towns come together in sustainable, safe and healthy communities.

Formed in April 2019, BCP Council is now the tenth-largest urban local authority in England, serving diverse communities with a strong commitment to inclusivity and excellence in education. Beyond our globally recognised coastline, we are dedicated to creating an environment where every child and young person can thrive. As our Director of Education and Skills, you will be at the forefront of our efforts to deliver outstanding educational outcomes, ensuring that every learner, regardless of their needs, has the opportunity to succeed and shape the future of education across Bournemouth, Christchurch, and Poole.



As you step into this pivotal role, you will be leading critical initiatives that align with our strategic vision of narrowing the achievement gap for our most vulnerable young people and driving educational success for all. Your role as our lead education professional will involve not only advising the Council on key educational matters but also serving as our principal link with national and regional agencies such as the Department for Education, Ofsted, and the Regional Director. Your leadership will be instrumental in ensuring that our strategies are effective, inclusive, and aligned with the broader goals of the Council, and the wider System.

One of the key areas you will be spearheading is the development and delivery of services that support SEND and our Vulnerable Learner services. Your efforts will directly impact our goal of narrowing the achievement gap and promoting equitable educational opportunities for all children and young people in BCP. Additionally, your strategic oversight of our lifelong learning programmes will play a crucial role in delivering outcomes that benefit people of all ages across our region.

Your role will require close collaboration with early years settings, schools, academies, colleges, and other educational institutions to build strong partnerships that support continuous improvement and innovation in educational outcomes. Moreover, your work will be vital in ensuring that our services are learner-focused, outcome-driven, and compliant with all legislative and statutory requirements. Your ability to lead, inspire, and drive results will be key to our collective success.

If you are a visionary leader with a Local Authority Education background, and a track-record in system working and driving improvements, I am keen to hear from you. I am confident that this role offers a rewarding and fulfilling career opportunity, where you can help shape the future of our region.

Thank you for considering this exciting opportunity, I look forward to receiving your application.

Cathi Hadley  
Director of Children's Services (DCS)  
Bournemouth, Christchurch and Poole Council

## Advertisement

**Beside the sea, beyond expectations!**

**Director of Education & Skills**  
**Salary: £109,453**



Bournemouth, Christchurch and Poole Council is searching for a visionary leader with significant experience in education and skills strategy development and implementation and most importantly; real results! We are on an ambitious journey of transformation, striving to enhance educational outcomes and lifelong learning for our diverse and vibrant communities. Our vision is forward-thinking, and we are committed to driving educational excellence and fostering collaboration across all our services. This role is central to our mission, and we are searching for a dynamic leader who can elevate our Education and Skills Service to new heights.

As the Director of Education and Skills, you will lead a diverse directorate responsible for shaping the educational landscape across BCP. You will collaborate closely with corporate colleagues, early years settings, schools, and strategic partners to ensure that every child, young person, and adult in our community has access to high-quality education and learning opportunities. Your role will be pivotal in narrowing the achievement gap for vulnerable learners, promoting inclusion, and driving lifelong learning across our local area.

### **Key Responsibilities:**

- Lead the development and delivery of strategies to improve educational outcomes and support lifelong learning for all ages.
- Champion inclusion and reduce inequalities in educational attainment, particularly for vulnerable learners, with a focus on High Needs and SEND as part of our improvement journey.
- Oversee governance, finance, and regulatory functions for schools, ensuring alignment with the Council's strategic objectives.
- Drive innovation, performance and accountability across the education sector and the wider system, ensuring compliance with legislative and statutory requirements.

If you are an innovative and strategic leader with experience in a Local Authority Education setting and are ready to make a significant impact in a forward-thinking Council, we encourage you to apply. Help us to shape the future of education and skills in the BCP region and play a vital role in transforming our community.

For a confidential and informal conversation please contact:

Ali Tasker on 07514 728114 or email: [ali.tasker@penna.com](mailto:ali.tasker@penna.com),  
Rachael Morris – 07840 711217 or email: [Rachael.morris@penna.com](mailto:Rachael.morris@penna.com)

To apply, please click link below to submit your CV and a Supporting Statement outlining your relevant experience and vision for the role. BCP Council is an Equal Opportunities employer. We welcome applications from all backgrounds within the community.

[Apply for Director of Education & Skills](#)

**Closing Date: Midnight, Sunday 20<sup>th</sup> October 2024**

## Job Description

### Director of Education & Skills



**Role Profile** Leadership Grade  
**Service/Team** Education and Skills  
**Reports to** Corporate Director – Children’s Services  
**Number of posts** 1

#### **My job improves the quality of life for the people of Bournemouth, Christchurch & Poole Council by...**

Leading and driving the implementation of the Council’s priorities for education, skills and work by setting the overarching strategies for children and people of all ages across BCP.

#### **Strategic vision**

- Act as lead education professional providing advice to the Council as well as being the lead link with the DfE and other national and regional agencies such as the Regional Director and Ofsted (in respect of schools).
- Lead on the strategy, development and delivery of Special Needs and Vulnerable Learner services so that the achievement gap between the most vulnerable young people and the broad majority is effectively narrowed.
- Lead the design and delivery of services to deliver lifelong educational and learning outcomes for people of all ages across BCP that will also achieve the council’s priorities. Driving a clear strategy and service delivery which evidences positive outcomes.

#### **Specific accountabilities**

- As the education lead professional, implement the strategy and plans which deliver excellent educational outcomes, learner-focused services and support the effective implementation of corporate objectives.
- Provide advice to elected members and work collaboratively with officers on all aspects of education and skills and ensure that education and skills planning is integrated across key areas of the Council.
- Lead and influence right across the Council’s 0-25 strategy to increase learning opportunities, promote work-based learning and increase employability.
- Leadership of key school and college programmes such as school achievement and improvement, as well as strategic leadership for alternative educational provision.
- Develop and drive the agenda for the Council’s traded services to schools through the Education Psychology Service.
- Ensure appropriate governance arrangements, including the management of finance and regulatory activity, for all maintained schools and support the development of new sectors/operating models where they align to key outcomes.
- Support schools, units and professional groups, and hold to account where appropriate, in order to improve educational achievement and learning outcomes for all children and young

people, including those looked after, those in receipt of free school meals, with special educational needs, disability or at risk of exclusion.

- Develop services to meet the educational achievement and improvement needs of pupils, including vulnerable pupils, in all settings and educational establishments.
- Work with schools, academies and colleges to identify and address the causes of inequalities in educational outcomes and attainment including geographical and demographic variation and in outcomes for vulnerable learners and children looked after.
- Ensure that attendance, exclusion and children missing education functions are performed effectively.
- Promote inclusion, including through development and delivery of an authority-wide model for inclusion and challenge schools where pupil exclusions are unreasonable, identifying mechanisms to keep permanent exclusions to the irreducible minimum.
- Work closely with the other children's services directors to design and secure the most appropriate model for leadership of special educational needs and development services.
- Ensure that person-centred assessment and planning mean that children with additional needs achieve their full potential and progress into the adult life they want to lead. Ensure management, review and delivery of the Council's special education and needs and special educational needs and development strategies securing provision to match special educational needs and disabled learners' needs.
- Work in partnership with schools, academies, faith groups and early years' settings to ensure maximum engagement of the education community on raising standards and negotiate with statutory agencies where necessary.
- Develop quality assurance systems with schools and other service providers (within and beyond the Council), to enable the improvement of performance standards for all children and young people in the area.
- Lead the improvement and development of services to drive effective customer focussed outcomes, compliance with legislative and statutory requirements, and meet the needs of the public, parents and carers.
- Lead on strategies to work with schools and other associated bodies regarding performance and autonomy and championing appropriate intervention with failing schools and those requiring improvement.
- Promote a culture of aspiration throughout BCP through raising public awareness of the opportunities and pathways available and through close partnership working with education and skills stakeholders.
- Ensure that the Council's planning for school places and programmes for capital investment in schools are designed to achieve the best outcomes for learners within the resources available and are supported by close liaison with the admissions service.
- Ensure appropriate governance arrangements, including the management of finance and regulatory activity, for all schools and support the development of new sectors/operating models where they align to key outcomes.
- Be financially astute and demonstrate the ability to provide and contribute to robust recovery plans to budget pressures.

### **Person specification**

- Educated to degree level and further professional qualification in a relevant subject or be able to demonstrate equivalent knowledge, skills, and experience.
- Significant experience of leadership in education and skills strategy demonstrably evidencing achievement of improved educational outcomes.

- Knowledge of current educational policy especially as it relates to curriculum, teaching, assessment, leadership and management and school improvement.
- A wide-ranging knowledge through life educational and skills sectors particularly across 0-25 sectors and relevant national policy developments for improving learning, participation and employability.
- Extensive experience and successful track record of building effective partnerships with schools, academies, colleges to create and develop opportunities to improve educational outcomes.
- Strong senior management in school improvement in schools, local government and/or other relevant large and complex organisations concerned with education, learning and skills.
- Experience of working effectively with elected members supporting them to achieve their political ambitions both in strategic and operational terms.
- Broad knowledge of public sector services, the macro social and economic context within which local authorities work and the implications of this for delivery of the Council's aims.
- Broad understanding of service delivery models, concepts and principles gained through extensive business exposure in a diverse range of organisations or services.

**This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with this post.**

### **Generic Role Accountabilities: Leadership Tier 3**

#### **Corporate Leadership**

- Make a positive contribution as a member of the director strategy group, participating in strategic discussions and contributing to the development of the overall strategy for the council which ensures that intended outcomes for the communities of Bournemouth, Christchurch and Poole are achieved
- Set a strategic focus across the council and its partners on delivering a range of effective customer experience, including digital, to all residents of Bournemouth, Christchurch and Poole
- Participate in director leadership development and team building and develop appropriate succession capacity for managed services and self
- Work collaboratively with colleagues across the council to develop corporate approaches to service delivery which add value to the residents of Bournemouth, Christchurch and Poole
- Embody and demonstrate the corporate values and ensure that the corporate vision, values and behaviours are communicated clearly, understood and delivered by all employees

#### **Managing, Leading and Developing Others**

- Act as a strategic leader building strong, visible and collective leadership between cabinet, senior officers and partners which builds a culture of high performance, inspires people and
- supports the delivery of BCP objectives which meets the needs of Bournemouth, Christchurch and Poole communities
- Provide inspirational leadership and management to engage diverse teams to deliver best practice
- Cultivate talent by embedding effective succession planning as part of an integral part of the strategic planning process, connecting to the long-term goals and objectives of the council

- Support the overall management of the service that promotes equality of opportunity and collaborative working within staff teams, ensuring that staff are aware of the requirement to deliver a fair and non-discriminatory service
- Seek and develop strategic external partnerships to achieve positive outcomes for the council and local residents

### **Innovation and Problem Solving**

- Lead and support initiatives or projects to facilitate transformational change, drive and sustain performance and deliver continuous cost and service improvement in support of a digital, collaborative commercial approach
- Take advantage of challenge, pressure and opportunity to transform the efficiency and effectiveness of service delivery and embed an adaptive culture in an environment that needs to make effective use of limited resource
- When faced with challenge or resistance, make evidence-based judgement and decisions
- Lead the strategic development of the broad marketplace including shaping and stimulating markets to access appropriate and relevant public, private and voluntary sectors capabilities to deliver the best possible outcomes for the communities of Bournemouth, Christchurch and Poole

### **Relationships and Managing Self**

- Resilient and resourceful to manage multiple conflicting priorities.
- Work effectively in a political environment and establish positive relationships with Councillors, senior managers, staff and external partners, to instil confidence, trust and credibility about the delivery of the service
- Accountability for managing personal professional development

### **Accountability**

- Direct accountability for the delivery and performance of designated services against current and future strategic objectives and service outcomes
- To be commercial and accountable for the delivery of the agreed budget, to deliver agreed objectives in line with the council's financial regulations, procurement rules and commercial strategy
- Make evidence based and outcome focussed decisions on council policy and activity within the democratic processes of the council. Use proactive risk management to ensure service quality is maintained

### **Job Requirements**

- Participate in the council's emergency incident duty officer rota and other corporate initiatives as directed



**Chief Executive  
Graham Farrant**

**Chief Operations Officer  
Glynn Barton**

Director of  
Commercial Operations  
**Vacancy**

Director of  
Environment  
**Kate Langdown**

Director of Customer  
and Property  
**Matti Raudsepp**

Director of Planning and  
Destination  
**Wendy Lane**

Director of Investment and  
Development  
**Amena Matin**

**Corporate Director for Children's  
Services  
Cathi Hadley**

Director of  
Corporate Parenting &  
Permanence  
**Nicole Mills**

Interim Director of  
Education and Skills  
**Sharon Muldoon**

Director of  
Quality, Improvement and  
Governance  
**Rachel Gravett**

Director of Safeguarding and  
Early Help  
**Juliette Blake**

Interim Director of Children's  
Commissioning  
**Karen Starkey**

**Corporate Director for Wellbeing  
Jillian Kay**

Director of  
Adult Social Care  
**Betty Butlin**

Director of  
Commissioning  
**Vacancy**

Director of  
Public Health (Joint)  
**Sam Crowe**

Director of Housing &  
Communities  
**Kelly Deane**

**Directors report to Chief  
Executive**

Director of Law and  
Governance  
**Janie Berry**

Director of Marketing,  
Comms and Policy  
**Isla Reynolds**

Director of  
People and Culture  
**Sarah Deane**

Director of  
Finance  
**Adam Richens**

Director of  
IT and Programmes  
**Sarah Chamberlain**

**Corporate Director for Children's Services**  
**Cathi Hadley**

**Director of Corporate Parenting & Permanence**  
**Nicole Mills**

**Service Manager**  
Children in Care & Care Experienced Young People  
**Nigel Burton**

**Service Manager**  
Child Health and Disabilities, Short Breaks, OTT, Parenting Assessment & Contact Team  
**Aleksandra Zabielska**

**Service Manager**  
Fostering, Private Fostering & Supported Lodgings  
**Rubina Payne**

**Service Manager**  
Aspire Regional Adoption Agency  
**Allan Charlton**

**Director of Safeguarding & Early Help**  
**Juliette Blake**

**Service Manager**  
MASH, Out of Hours & Assessment  
**Shan Searle**

**Service Manager**  
Children's and Families First, PLO & Court

**Head of Early Help & Targeted Support**  
**Pippa Emmerson**

**Interim Director of Education & Skills**  
**Sharon Muldoon**

**Head of SEND Strategic**  
**Vacancy**

**Head of SEND Assessment & Review**  
**Mary Diffey**

**Head of Education Improvement**  
**Julia Coleman**

**Headteacher of BCP Virtual School and College**  
**Leah May**

**Principal Learning Manager Skills & Learning**  
**Lesley Spain**

**Director of Quality, Performance Improvement & Governance**  
**Rachel Gravett**

**Interim Head of Quality Assurance, Safeguarding & Partnerships**  
**Tammy Lawrence**

**Head of Performance**  
CSC Performance / Education & Skills Performance  
**Stefanie Gehrig Clark**

**Governance & Improvement Managers**  
Governance, Improvement, Corporate  
**Kerrie Ainley - SEND**  
**Hanna Coles - CSC**

**Interim Director of Children's Commissioning**  
**Karen Starkey**

**Head of Strategic Commissioning**  
**Sarah Langdale**

**Interim Head of Placement and Resource**  
**Jonathan Wade**

## How to Apply

This guidance contains important information to help with your application:

- Please apply by submitting a CV and Covering Letter (no more than four sides of A4 in length per document aligned to the person specification). Please also include your contact details.
- Please ensure your full employment history is outlined in your CV; and that where there are essential criteria, competencies and/or qualifications you make clear how you meet these. We may wish to verify this information during the recruitment process.
- Please provide the details of two referees. Note that we will only approach referees for candidates proceeding to final selection and only with your permission. Please clearly indicate whether we can approach each referee before the selection date.
- Please share with us in your supporting statement, the values and behaviours that you bring to your leadership, and how you will transfer your skills and experience into this role.
- Please complete the Equal Opportunities Monitoring Form when you upload your details.
- Please return your application by the closing date – no applications will be accepted once the long listing process has begun.
- Following long listing, you will be contacted directly by a Penna consultant to update you on the status of your application.
- At any point throughout the process our retained consultants at Penna will be happy to help you with information, insight and guidance about the process and our clients.

The following timetable sets out the key dates in the recruitment process:

Date	Activity
<b>Closing Date</b>	Midnight, Sunday 20 October 2024
<b>Longlist Meeting (Candidates are not required to attend)</b>	Wednesday 23 October 2024
<b>Technical Assessments</b>	Friday 25 October 2024
<b>Assessment Centre and Final Panel Interviews</b>	Wednesday 30 and Thursday 31 October 2024

To apply for this role, please click the following link:

[Director of Education and Skills](#)

For further information or confidential discussion, please contact:

Ali Tasker on 07514 728114 or email: [ali.tasker@penna.com](mailto:ali.tasker@penna.com),  
Rachael Morris – 07840 711217 – [Rachael.morris@penna.com](mailto:Rachael.morris@penna.com)