

# APPOINTMENTS PANEL AGENDA



Wednesday 4 February 2015

at 11.00 am

in Committee Room A, Civic Centre, Hartlepool

MEMBERS: APPOINTMENTS PANEL:

Councillor S Akers-Belcher, Chair of the Council  
Councillor C Akers-Belcher, Leader of the Council  
Councillors Ainslie, James, Lilley, Martin-Wells, Simmons and Thompson

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**  
None.
4. **ITEMS FOR INFORMATION**
  - 4.1 Assistant Director (Education, Learning and Skills 0-19) Appointment –  
*Director of Child and Adult Services*
5. **ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS URGENT**



# APPOINTMENTS PANEL

4 February 2015



**Report of:** Director of Child & Adult Services

**Subject:** ASSISTANT DIRECTOR EDUCATION,  
LEARNING & SKILLS 0-19 APPOINTMENT

## 1. PURPOSE OF THE REPORT

To consider and agree the arrangements for the recruitment selection process for the post of Assistant Director Education, Learning & Skills 0-19.

## 2. BACKGROUND

The current Assistant Director Education, Learning & Skills 0-19 post will be vacant from 8<sup>th</sup> March 2015 following the resignation of the current post holder. The decision to fill this post was made by Council on 18<sup>th</sup> December 2014.

## 3. PROPOSED RECRUITMENT PROCESS

### 3.1 Job Description and Person Specification

The job description and person specification for the post is attached at Appendix A. Specific areas of responsibility based either in statute or to reflect local needs have been included.

### 3.2 Promoting the Post / Advert

As an alternative to providing paper based information packs it is proposed to establish a recruitment microsite within the Council's website. This provides an ideal medium for providing information to potential candidates and can be reused for additional recruitment campaigns, if these arise in the future. This is a standard approach for posts of this nature. A draft advert is attached at Appendix B.

### 3.3 Technical Interviews

The technical interviews will be carried out by a panel of senior managers including the Director of Child & Adult Services and the HR Business Partner. The independent assessor is a co-interviewer and someone who will be well regarded in this particular sphere of local government.

Technical assessment involves a rigorous interview that tests out the candidate's abilities against the job description. Once candidates have been interviewed, a written technical assessment report will be produced on each candidate, scored against the criteria in the person specification and will address such areas as motivation for the post, understanding of the roles and key strengths and weaknesses of the candidates.

It is recommended that these are included in the recruitment process.

### 3.4 Other Candidate Assessment Methods

Prior to final interview other assessments could be undertaken including:

- In-Tray Exercise - This would be used to further assess a candidate's response to typical work-based scenarios in a pressured situation and would be assessed by the nominated recruitment consultant, with a summary provided to Members.
- Stakeholder Panels - The Appointments Panel will receive feedback on the stakeholders' perceptions of the candidates. Recommendations for the Stakeholders Panels to include; Head Teachers and Governors; Young People; Partners and Professional; Service Users.
- Meet and Greet - A session whereby Members and Senior Officers have the opportunity to meet the candidates.

It is recommended that these are included in the recruitment process.

## 4. ADVERTISING COSTS

It is recommended that the advert is placed in TES. The costs are included in Appendix C.

The option of Executive Search was considered but it was felt unnecessary for this specific recruitment.

## 5. FINAL INTERVIEWS

Candidates are typically asked to prepare a ten-minute presentation and there is a set time for formal questions. A list of questions will be provided for the Panel to consider, and suggested areas on each candidate that may require specific questions from the technical assessment stage and/or stakeholder panels.

## 6. TIMETABLE

It is proposed that the first Appointments Panel to be held will agree the selection process and documentation, with a further Appointments Panel meeting to be held to shortlist candidates. A final Appointments Panel will interview the shortlisted candidates.

The dates for the Shortlisting Panel and Final Appointments Panel need to be set at the 1<sup>st</sup> Appointments Panel meeting on 4<sup>th</sup> February 2015.

A proposed timetable for the Assistant Director Education, Learning & Skills 0-19 is attached at Appendix D.

## 7. RECOMMENDATIONS

To consider, comment upon and agree:

- i) the job description and person specification ( Appendix A)
- ii) the arrangements for advertisement (Appendix B and C)
- iii) the recruitment timetable including agreeing the dates for Shortlisting and Final Panel Interviews (appendix D)
- iv) the process for the final interview (section 5)

Determine whether to:

- i) undertake technical Interviews (section 3.3)
- ii) undertake the other candidate assessment methods (all or part 3.4)

## 8. REASON FOR RECOMMENDATIONS

- 8.1 To appoint for the post of Assistant Director Education, Learning & Skills 0-19.

## 9. CONTACT DETAILS

Gill Alexander  
Director Child and Adult Services  
Email: [Gill.Alexander@hartlepool.gov.uk](mailto:Gill.Alexander@hartlepool.gov.uk)  
Telephone: 01429 523910

Rachel Clark  
HR Business Partner  
Email: [rachel.clark@hartlepool.gov.uk](mailto:rachel.clark@hartlepool.gov.uk)  
Telephone: 01429 523198

## Hartlepool Borough Council Job Description

<b>JOB TITLE:</b>	Assistant Director – Education, Learning and Skills 0-19
<b>DIVISION:</b>	Education
<b>GRADE:</b>	Chief Officer Band A/B (£64,850 - £81,062 / annum)
<b>RESPONSIBLE TO:</b>	Director of Child & Adult Services
<b>POST REFERENCE:</b>	101905

### Job Purpose and Key Responsibilities

1. As an active manager of the Departmental Management Team, support the Director and Executive in implementing the vision, strategic and core values of the council and provide a clear sense of direction, optimism and purpose across the service.
2. Provide a professional, advisory, challenge and support role to the Borough's schools, academies, colleges and early year's settings in order to significantly improve education and wellbeing outcomes for children and young people.
3. To lead on education services and functions of the Council as local education authority and working closely with the Director of Child and Adult Services to ensure that the statutory obligations of the Director of Child and Adult Services in relation to education services are fully discharged.
4. To have lead responsibility for all learning, pupil attainment, achievement, progress and school improvement functions across the Council and deliver continuous improvement in:
  - Teaching and learning
  - Inclusion and support of vulnerable learners
  - Admissions and fair access
  - Leadership and management (this includes governance)
  - Pupil well-being, behaviour and attendance
  - Attainment, achievement and progress
5. Deliver an effective school improvement function that supports, challenges and, where necessary intervenes in schools to drive up performance, raise pupil attainment and ensures the overall effectiveness of all schools is at least 'good'.
6. To strategically plan and commission school and specialist education places to ensure the long-term provision of high quality and cost effective educational facilities.

7. To ensure that effective data and information analysis is obtained to proactively monitor school performance, identify concerns early and deliver timely and targeted intervention to sustain standards and performance at levels of quality acceptable to regulatory bodies such as Ofsted.
8. To ensure the provision/commissioning of safe, effective and high quality children's services that are responsive to local need and are provided within a clear quality framework and comply with the statutory duties which fall under the responsibility of the post holder.

### **Service Remit**

9. Develop, direct and monitor school improvement and pupil achievement strategies to ensure that pupils and schools attain and improve in line with national, local and corporate priorities.
10. Lead on the development and implementation of a 14-19 strategy, to ensure students develop the skills, qualifications and aptitude to achieve economic and personal wellbeing and ensure this strategy is integrated with the Council's economic regeneration and employment skills agendas.
11. To plan and deliver schools and other learning institutions to ensure the long-term provision of high quality and cost effective educational facilities and learning environments.
12. Working jointly with the Assistant Director for Children's Services to support the delivery of an area based strategy and practical working model for service delivery to ensure the Council delivers high quality, fully-integrated services that are better focused on prevention, early intervention and individual need, and that individuals receive any additional support they require in a universal or mainstream setting.
13. To work with the Assistant Director for Children's Services to plan and manage the timely and effective delivery of all relevant assessment and services to ensure that children and young people with additional needs are supported during their lives.
14. To implement strategies to strengthen school leadership and governance.
15. To ensure the effective commissioning and management of provision for vulnerable learners and those in need of specialist education.
16. To ensure employees feel valued and understand their role in achieving the Council's vision and objectives in a supportive and learning environment which protects and enhances their personal well-being.
17. To lead and work in partnership with other local authorities particularly within the Tees area as projects and services develop.
18. To lead on any projects which cross Council departments as required.
19. Supporting elected members in undertaking their roles as Community leaders and Ward members.

20. Develop and articulate the Division's vision to ensure its delivery in a way that the service meets statutory obligations, policy objectives and value for money.
21. Optimise service performance and delivery, ensuring efficient and effective use of the available resources (financial, human and physical) and the commitment to improve within a whole systems approach.
22. Responsible for ensuring the appropriate risk, financial and service management arrangements for the Division are in place.
23. To promote equality and diversity across the Division.
24. To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other personal, and comply with the policies and procedures relating to health and safety.
25. To carry out any other duties which fall within the board spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

### **Changes**

Over time Council services change and develop. This can impact upon the main duties and responsibilities of the role, and subsequently the post holder, who will be required to adapt. Any changes will be appropriate to the grading of the post and will be made in discussion with the post holder.

### **January 2015**

4.1

**PERSON SPECIFICATION: ASSISTANT DIRECTOR (Education, Learning and Skills 0-19) POST REFERENCE: 101905**  
**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

<b>REQUIREMENTS</b>	<b>ESSENTIAL CRITERIA</b>  Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	<b>DESIRABLE CRITERIA</b>  Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
<b>Educational/vocational/ occupational qualifications and/or training</b>	Educated to degree level  Qualified Teacher Status  Evidence of Continuing Professional Development  Evidence of training in leadership and management	Qualified OFSTED Inspector
<b>Work or other relevant experience</b>	A proven track record of consistent and demonstrable achievement at a senior management level within an organisation of comparable scope and complexity and with a developed understanding of the issues facing education and school improvement.  A demonstrable track record of leading, motivating and managing teams to achieve high performing and significant, sustainable service improvements and outstanding results, through internal and external partnerships.  Experience of developing and sustaining a culture that meets the needs of and engages with customers and staff within a safe, open and high performing working environment.	
<b>ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)</b>		

4.1

<p><b>REQUIREMENTS</b></p>	<p><b>ESSENTIAL CRITERIA</b></p> <p>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)</p>	<p><b>DESIRABLE CRITERIA</b></p> <p>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)</p>
<p><b>Work or other relevant experience</b> continued ...</p>	<p>Evidence of establishing a performance management culture to drive continuous improvement, including service planning, target setting, performance appraisal and the management of staff groups.</p> <p>A track record of working in and forging successful partnerships with a wide range of internal and external bodies including other local authorities governmental and non governmental organisations, the private and voluntary sectors.</p> <p>A proven track record of working effectively within a political environment, providing clear, balanced advice and guidance on strategic issues that achieve service objectives</p>	
<p><b>Skills, abilities, knowledge and competencies</b></p>	<p>High degree of political awareness and capable of working effectively with the political dimension; ability to support elected members in undertaking their roles as community leaders and ward members.</p> <p>Ability to lead and manage change whilst maintaining consistency with department and corporate values and ethics, working with uncertainty and ambiguity and developing appropriate relationships with staff and managers.</p> <p>Ability to optimise service performance and delivery, ensuring efficient and effective use of the available resources (financial, human and physical).</p> <p>Maintain personal perspective and self-knowledge by maintaining continuous professional development and developing personal resilience and skills.</p>	
<p><b>ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)</b></p>		

<p><b>REQUIREMENTS</b></p>	<p><b>ESSENTIAL CRITERIA</b></p> <p>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)</p>	<p><b>DESIRABLE CRITERIA</b></p> <p>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)</p>
<p><b>Skills, abilities, knowledge and competencies</b> continued ...</p>	<p>Ability to develop effective external relationships including being a champion for the local authority and working with communities and other agencies. Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisations strategic capacity.</p> <p>Maintain focus on strategic and long term issues by developing and holding a vision/strategic view and an awareness of the organisations strategic capacity.</p> <p>Create a supportive learning and self development environment where a culture of learning is promoted, constructive feedback on him/herself and the service provided is encouraged.</p> <p>Clarifies individual and team direction, priorities and purpose by clarifying objectives and boundaries and being team orientated to problem solving, decision making and to identifying values.</p> <p>An inspirational communicator, networker and achiever; capable of communicating the vision of the service and the whole organisation to a wide network of internal and external stakeholders; gaining the confidence and support of various groups through sensitivity to needs; and achieving organisational goals.</p>	
<p><b>ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)</b></p>		

<b>REQUIREMENTS</b>	<b>ESSENTIAL CRITERIA</b> Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)	<b>DESIRABLE CRITERIA</b> Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)
<b>General</b>	Calm and copes well with work pressures.  Visionary and brings teams/people together.  Sense of humour and friendly personality.  Professional and a good role model for others.	
<b>ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)</b>		

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

**APPENDIX B**

CHILD & ADULT SERVICES DEPARTMENT  
CHILDREN'S SERVICES  
ASSISTANT DIRECTOR Education, Learning & Skills 0-19  
£64,850 – £81,062 Chief Officer Band A

With a track record of excellence, Hartlepool is an ambitious authority which aims to be even better. We may be one of the smallest unitaries in the country, but there's nothing modest about our ambitions. This key post provides strategic leadership for school improvement offering a real opportunity to work with schools and other key partners to influence children's lives across authority boundaries.

One of our key aims is to continue to create a brighter future for all of our children and young people and we are looking for a talented and ambitious individual to join a vibrant and dedicated team to contribute to this vision and create even better outcomes for children.

The postholder has responsibility for an exciting remit including school improvement, curriculum development, education of vulnerable pupils, 0-19 strategy, extended school and early year's strategy development and performance. An inspirational communicator, networker and achiever with a strong education background, you will provide a strategic focus on standards and possess the initiative to achieve and sustain excellence through innovation and tenacity. We want to use your significant aptitude for managing change, leading and inspiring others to build on previous successes and address remaining challenges; making a real difference for our children and young people.

To find out more, please visit our micro site at [www.hartlepool.gov.uk/ADEducation](http://www.hartlepool.gov.uk/ADEducation). For an informal and confidential discussion, please call the Director of Child and Adult Services Gill Alexander on (01429) 523910.

**CLOSING DATE: FRIDAY 6<sup>th</sup> MARCH 2015 12 NOON.**

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## **Advertisement and Recruitment Costs**

### **Internal Advertisement**

Circulated via Hartlepool Borough Council's Jobs Bulletin.

### **External Advertisement**

An internally developed microsite will provide additional information for all candidates to access through the Council's website.

The publication below is the recommended media for the Assistant Director Education, Learning & Skills 0-19 advert, in addition to the North East Jobs Portal. The costs below are approximate only.

### **TES**

Print

Black and White

160x129mm

£2496 + chosen online package + production fee + VAT

Print

Colour

160x129mm

£3072 + chosen online package + production fee + VAT

Online packages to be added to print cost:

Gold Package £1250

Silver Package £875

Bronze Package £789

Gold appears above silver and silver above bronze on search page results.  
Gold is also fully branded and both gold and silver packages allow for additional documents to be uploaded.

**Timetable**

<b>Appointment Panel – Approve Process</b>	Wednesday 4 <sup>th</sup> February
Internal / External Advert Published (TES deadline Monday 9 <sup>th</sup> February)	Friday 13 <sup>th</sup> February
Closing Date	Friday 6 <sup>th</sup> March
<b>Appointment Panel - Shortlisting</b> <i>Report deadline tbc</i>	tbc
Technical Assessments (interview and in tray)	tbc
Stakeholder Panels / Meet & Greet (Day 1)	tbc
<b>Appointment Panel - Final Interviews</b> (including presentation) (Day 2) <i>Report deadline tbc</i>	tbc