

Role profile

Job Title:	Head of Education Planning, Resource and Sustainability	Grade:	CB5
Department:	Children's Services	Post no.:	57065
Directorate:	Children, Adults and Public Health	Location:	Perceval House
Role reports to:	Assistant Director, Planning, Resource, and Service Development (PRSD)		
Direct reports:	4 x Senior School Bursarial Officers Scale 12 1 x School Sustainability (Bursarial) and Resources Strategic Lead Scale 14 1 x School organisation officer 1 x Head of Admissions, Fair Access Scale 14 Programme and Project Management Staff and Specialist Consultants working on Strategic Issues (around 3 at any one time)		
Indirect reports:	Programme and Project Management Staff and Specialist Consultants working on Strategic Issues		

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

About Ealing

Ealing Council is committed to ensuring every child has access to an excellent education in a high-quality learning environment. Ealing's schools are recognised for strong performance and are responding to significant changes across the education sector. This role is central to delivering the Council's priorities of **Community for Everyone, Growth Across All Seven Towns**, and **Power in Your Hands**, ensuring that children, families and schools are supported to thrive.

Purpose of role

Under the leadership of the AD Planning Resource and Service Development, you will have responsibility to lead the strategic development and delivery of school organisation, mainstream and SEND sufficiency, place planning, admissions, pupil support, and school financial sustainability. Ensure equitable access to high-quality, sustainable education provision for children and young people aged 0-25 through effective planning, partnership working and resource management.

Key Responsibilities

- **School Organisation and Place Planning:** Lead strategic planning to ensure sufficient mainstream and SEND school places, including school expansions, reductions, amalgamations and new and ceasing provision. Work with schools, communities, dioceses, the DfE and elected members to meet statutory sufficiency duties.
- **SEND Sufficiency and Commissioning:** Lead the development and delivery of specialist provision and commissioning strategies to improve outcomes for children and young people with SEND.
- **School Admissions and Fair Access:** Ensure the Council meets its statutory responsibilities for admissions, fair access and school place allocation, maintaining compliance with relevant legislation and the School Admissions Code.
- **Financial Leadership and Sustainability:**
 - Lead strategic oversight of the Dedicated Schools Grant and school funding arrangements.
 - Support school leaders and governors to improve financial sustainability and manage risk.
- **Resource Allocation and Inclusion:** Develop fair, transparent and effective approaches to allocating resources for children with SEND, additional needs and other vulnerable groups.

- Deputise for the Assistant Director, Planning, Resources and Business Development as required.

Key Accountabilities

Strategic and Operational Duties

- **Statutory Compliance:** Act as the lead expert on education legislation, ensuring the Council meets its statutory duties relating to school sufficiency, school organisation, admissions, fair access, pupil benefits and school financial sustainability.
- **Stakeholder Engagement:** Foster collaborative relationships with school leaders, academy trusts, diocesan representatives, community partners, parents and other stakeholders to deliver strategic priorities.
- **Data Analysis:** Lead the monitoring of pupil demand, sufficiency, demographic trends and place planning data to identify risks and support evidence-based decision making.
- **Systems Management:** Provide strategic oversight of information systems and databases supporting school organisation, place planning, admissions and pupil records.
- **Lead and develop programmes** that deliver the strategic and business objectives of PRSD services.
- **Lead officer** for Schools Forum and relevant stakeholder working groups and boards
- **Lead the development and implementation** of cross-cutting change programmes, including communication, consultation and implementation plans.
- **Manage service budgets and resources effectively.**

Team Leadership and Development

- **Provide strategic leadership, management and resilience** across services, ensuring effective performance and continuous improvement.
- **Ensure teams deliver organisational and personal objectives** while promoting workforce wellbeing, engagement and professional development.
- **Provide leadership and line management** for direct reports, including the development, implementation and review of policies, procedures and complex operational processes.
- **Develop workforce capacity and succession planning arrangements** to respond effectively to changing educational and organisational challenges.

Policy, Management and Compliance

- Provide expert advice to support strategic decision making, educational sufficiency planning, school organisation, place planning, admissions, pupil benefits and school sustainability.
- Ensure schools and stakeholders understand relevant legislation, statutory guidance and local policies.
- Represent the service at senior-level meetings with Government departments, regional groups, local authorities, schools, service providers, elected members and senior officers.
- Build and maintain strong strategic relationships with directors, councillors, schools and external partners.
- Communicate complex issues effectively through consultation events, presentations, reports and briefings for a variety of audiences.
- Prepare and oversee consultancy commissions and contracts, ensuring value for money and agreed outcomes.
- Undertake other duties commensurate with the level and responsibilities of the post.
- National Policy and Reform, leading the local implementation of education reform programmes, ensuring strategic alignment with national legislation and local priorities

Leadership and Management

- Provide strategic leadership for teams, borough-wide school organisation, school place planning, admissions, pupil support and school sustainability, ensuring compliance with statutory requirements.
- Pupil Support Services, lead approaches that support vulnerable and disadvantaged families, maximising access to entitlements, funding and support available to children and schools.
- Oversee traded financial support services to schools.
- Lead and manage ensuring clear accountability, service standards and performance outcomes.
- Contribute to the council's statutory oversight of school effectiveness - identifying risks around management of resources and the interface with school leadership, governance and standards
- Act as the Local Authority lead for the School Organisation Plan, ensuring sufficient and appropriate school places to meet current and future demand.
- Foster school partnerships and collaborative models that support school improvement, sustainability and continuity for children and families.
- Work with schools and partners to develop admissions arrangements and inclusive approaches that support vulnerable children and those with complex needs.
- Develop and implement strategic plans for the effective use, repurposing and sustainability of education estate assets and school sites.

- Ensure services within the remit are integrated with one another and the wider system, responsive, high quality and aligned to local needs.
- Lead the preparation of reports and provide professional advice to Cabinet, Scrutiny, boards, committees and elected members.
- Promote innovation, service development and collaboration across internal departments and external partners, including the Department for Education.
- Provide strategic advice and support to schools on resource management, financial sustainability, deficit recovery and planning for changing pupil numbers.

Policy Development, Implementation and Compliance

- Lead the development, implementation and review of borough-wide policies, procedures and intervention frameworks relating to school organisation, place planning, admissions, school sustainability and pupil benefits.
- Develop and improve processes that identify and support vulnerable children and address inequality.
- Lead the administration of admissions and appeals processes, ensuring compliance with legislation and statutory guidance. Ensuring compliance with the School Admissions Code and associated legislation.
- As a member of the Education Senior Leadership Team, contribute to corporate leadership, continuous improvement and the delivery of high-quality, equitable services.

Key performance indicators

- Development and delivery of the agreed programmes and priorities.
- Able to manage conflict, consultation and engagement. Both internal and external, informal, and statutory
- Meeting statutory and legislative requirements in respect of school funding, sustainability, and sufficiency
- Strategic planning and oversight of key budget priorities and grants

Key relationships (internal and external)

- Corporate Board, Directors and other Senior Officers across the Council
- Accountancy and other council departments
- Lead officers for education
- Members and ward councillors
- Schools (Governors, Heads, trusts, diocesan boards unions)

- Community and Stakeholder Groups
- Consultants and Advisers
- Strategic Partners and networks (eg Department for Education, London Councils)

Authority level

- Performance management and leadership of Teams
- Development of key strategic policies and business processes
- Strategic development of DSG (£359m+) and other Service Budgets as required
- Represent the service externally and with Members.
- Performance management of external consultants, particularly regarding strategic planning

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Candidates, please address the criteria marked with () only in your application. Please give examples**

Essential knowledge, skills and abilities

1. ******Extensive senior leadership experience in strategy development, school organisation, admissions, place planning and service transformation within a local authority or equivalent setting.
2. ******In-depth knowledge of education policy, regulations and guidance, including admissions, school organisation, place planning, school funding arrangements and the Dedicated Schools Grant (DSG).

3. **Proven experience in strategic planning, including developing, implementing and evaluating strategies, policies and procedures at service-wide and borough-wide level while balancing competing priorities.
4. **Strong analytical capability, using benchmarking, performance data, demographic analysis, pupil forecasting and financial information to inform decision-making, business cases and strategic priorities.
5. **Significant experience of budget and resource management, including capital and revenue budgets, and commissioning arrangements
6. Successful leadership of teams and change programmes, with the ability to motivate, develop and support individuals and teams in a dynamic environment.
7. **Strong stakeholder management skills, with a track record of building productive relationships with school leaders, governors, councillors, local authority colleagues, external agencies and community partners.
8. Excellent communication and report-writing skills, able to present complex information clearly to a wide range of audiences such as reports and presentations.
9. Political awareness and diplomacy, with experience of managing politically sensitive issues and working effectively with elected members and senior leaders.
10. **Exceptional negotiation, influencing and conflict-resolution skills, able to secure positive outcomes across organisations and stakeholders where there is no direct line management responsibility.
11. **Comprehensive understanding of school effectiveness, including teaching, learning, curriculum, leadership, governance and financial sustainability, and their impact on organisational planning.
12. **Proven ability to solve complex problems, manage risk appropriately, think creatively and identify innovative opportunities for service improvement.
13. Strong strategic leadership capability, translating organisational vision and priorities into practical outcomes and inspiring support for difficult or significant decisions.
14. **Commitment to equality, diversity and inclusion, with experience engaging diverse communities, supporting underrepresented groups, embedding anti-racist practices.
15. Resilience and adaptability, with the ability to manage competing priorities, respond to changing circumstances and adjust approaches based on stakeholder and community feedback.

Essential qualification(s) and experience

- Educated to degree level, equivalent professional qualification or relevant experience
- Post Degree management or professional qualification or relevant experience
- Project management or relevant experience.
- Leadership training or relevant experience.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards

