

## **Job profiles:**

### **Tips and Advice for Managers –**

Camden's aim is to ensure that job profiles, role requirements and communication is as inclusive as possible.

We have highlighted some key areas below which you should consider when writing job profiles.

- **Coding**

Where possible all roles should be written either neutrally or feminine coded. Try the link below to see how your text rates::

<https://www.totaljobs.com/insidejob/gender-bias-decoder/>

- **Essential Criteria**

Job profiles should be as clear and concise, avoiding jargon. Profiles should not include skills such as 'excellent communication skills' as an essential part of the role if this is more of a 'nice to have' as this could dissuade talented applicants i.e. autistic, or dyslexic people from applying.

Make it easy for people to see what the core skills for the role are, otherwise, an applicant may read the job profile as if all the requirements are essential and not apply, despite excelling at the core skills.

- **Degree requirements and experience**

We advise only listing degree as a requirement for the role if this is essential (e.g. work specific qualification or experience) . If it is desirable (e.g. degree level education), then we strongly encourage removing this.

- **Diversity & inclusion Insights**

Job Profiles should include clear signposting to diversity and inclusion support. This messaging has been developed for Camden and sits at the end of each job profile.

### **How to write a job profile / template:**

Camden Job profiles consist of four main sections including About Camden, About the role, About you, Over to you.

Managers are required to write the "About the role" and "About you" sections as well as adding content to the About Camden category

Other information needing completing include; Work Environment, People Management Responsibilities and Relationships

Items in red are for guidance only and should be removed once document is completed

## Job Profile

**Job Title: Director of Education Commissioning and Inclusion**

**Job Grade: Level 7 (Tier 2 – Chief Officer)**

**Salary Range: From £90,000 p.a up to a maximum of £120,000 p.a. (pro-rata for 4 days per week)**

**Hours: This is a permanent post and for 4 days per week (full-time hours 37 hours per week)**

### About Camden

'Camden is place somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. We're not just home to UK's fast-growing economy, we're also home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

Camden is committed to all its children having the best start in life, enjoying an excellent school experience in an ambitious and inclusive environment, and having opportunities to lead flourishing lives. Equity and Excellence are at the heart of Camden's Education Strategy. Camden's SEND Strategy aligns with this ambition, working to ensure that children with SEND have appropriate provision and where parents/carers and partners are working together to develop and improve systems and services. This ambition is also central to the work of the Virtual School, promoting the achievements of our most vulnerable children.

Camden Learning is a Community Interest Company, limited by guarantee. The Executive Director of Supporting People and the Lead Member for Best Start in Life are members of the Camden Learning Board. This company has been commissioned to deliver a range of school improvement support. This includes the council's statutory school improvement role; support and challenge and CPD; the council's statutory attendance function; school safeguarding, including exclusions; SACRE and SENDIASS; health and well-being.

Camden is proud of its family of schools and their commitment to supporting children and families throughout the borough. We aim to offer school places as locally as possible and strive to support parents/carers through the admissions and transition process. We continue to develop a collaborative network of schools where schools can pool resources and learn from each other, through research practice, so that we maintain the high standards which we expect for all our children.

This role is a senior manager in the Supporting People Directorate. It is responsible for commissioning and monitoring Camden Learning; leading on the statutory SEND arrangements and the implementation of the SEND Strategy, and on all aspects of school organisation. This is a key post in delivering Camden's ambition for Equity and Excellence and enabling our most vulnerable children to achieve.

[Link to Education Strategy and SEND Strategy.](#)

## **About the role**

The main purpose of this role is to provide leadership and management of SEND, both of the statutory assessment and review service and the Educational Psychology Service, and the implementation of the SEND Strategy. The Virtual School is successful in achieving good outcomes for our children in care, as confirmed in Camden's recent inspection by OFSTED of its children's services. The Virtual School Headteacher will report to this post.

Much of the direct work with schools to deliver the Education Strategy rests with Camden Learning. This post is responsible for commissioning Camden Learning and monitoring the commission's delivery. 97% of our schools are good or outstanding. This post is responsible for ensuring the availability of sufficient places locally and making best use of resources to maintain high standards, including the promotion of a collaborative/federated system across schools. The post is also responsible for the operation of the Schools Forum and the Dedicated Schools Budget. The postholder and the heads of service will work closely with the Chief Executive of Camden Learning and his staff to ensure seamless delivery of high-quality provision. The postholder and their staff will also work very closely with the other teams in the directorate, particularly Early Intervention and Prevention and Children's Safeguarding and Social Work.

This post is a member of the Supporting People's Directorate Management Team and will play a key role in the development of services across the Directorate. As a senior leader, the post will also be responsible for contributing to the corporate development of services across the council and with its partners.

The delivery and improvement of good quality and relevant services to Camden residents underpins everything we do. This role contributes to this ambition as it is vital to children's learning and well being and, as the children move to adulthood, the well being of the community.

## **About you**

### **Qualifications and Experience**

You must have a degree and have substantial experience in education in a local authority and/or senior management in schools

You should have the following knowledge and skills:

- A good understanding of current education and children's services legislation and practice
- A clear commitment to working to raise standards and providing opportunities for all children, particularly our most vulnerable children and those in care
- A proven ability to work with parents/carers as partners, both in individual cases and in co producing strategies and provision
- A good understanding of school organisation and management and the breadth of school engagement with the community
- A clear understanding of how to influence change, but also manage systems which are already nationally determined
- Excellent communication and staff management skills, including high expectations of performance
- A good awareness of financial prioritisation and practice
- Proven experience of good relationships with key stakeholders, including councillors, schools, parents/carers, the voluntary sector

- A commitment to partnership working in a complex environment

**Work Environment:**

This post is based at Camden Council Offices, 5 Pancras Square, London N1C 4AG, next to Kings Cross and St Pancras International stations.

The postholder will be expected to be on site, including in schools, for many of the days but they may also work from home and communicate on Teams/Zoom for some of the time, as appropriate

**Budget Management Responsibilities:**

The budget of the 3 areas within this role is as follows:

- Education Commissioning and School Organisation (including Admissions team)  
£645k in staffing and administration costs  
£2.5m for the commissioning of Camden Learning – this to provide school improvement, governor support, safeguarding and SENIASS  
£1.2m for school redundancy costs  
£700k to support the implementation of the Education Strategy with Camden Learning
- SEND and Inclusion Service  
£4,153,520 for staffing  
£47,338,960 for placements
- Virtual School  
£744,420  
£351,000 (ringfenced grant)

**People Management Responsibilities:**

The postholder is responsible for the following teams:

- Education Commissioning and School Organisation (including Admissions team)  
Head of Service + 6
- SEND (including Educational Psychology Service)  
Head of Service + 69.4 FTE
- Virtual School

Headteacher + 8.8 FTE

### **Relationships:**

Good relationships with all staff and partners are essential. The postholder will be working closely with a range of people, including:

- Councillors
- Schools (Headteachers and Governors)
- Parents/carers
- Chief Executive and Chief Operating Officer of Camden Learning
- Chair of Camden Learning
- Colleague directors and Heads of Service in Camden
- Social workers
- Health colleagues, including CAMHS
- Department for Education

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

This is a politically restricted post

### **Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and other ethnic groups, those who identify as LGBT+, neurodiverse and disabled people. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,