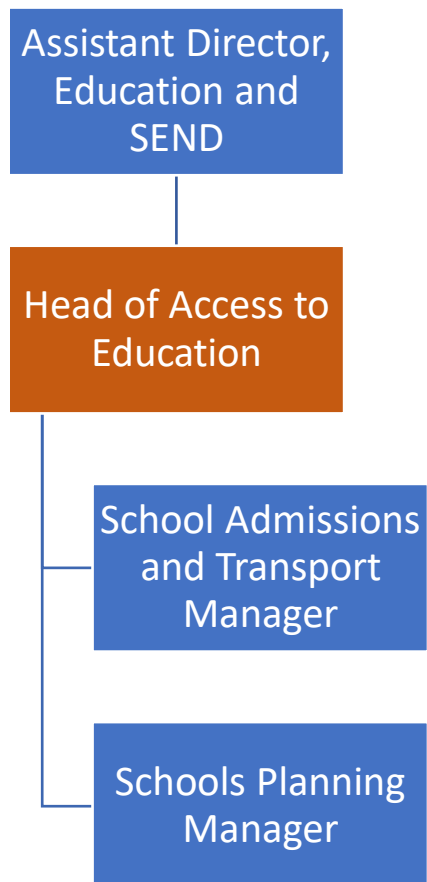
 WOKINGHAM BOROUGH COUNCIL	Job Description		Job Reference
Job Title	Head of Education Access and Sufficiency		
Service	Education and SEND, Children's Services	Team	N/A
Location	Shute End		
Reports to	Assistant Director of Education and SEND		
Responsible for	School Admissions and Transport Manager Schools Planning Manager		
Grade:	Type of position:		Date
SM2	Permanent, full time		23 June 2023
<p>This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.</p>			
<p align="center"><u>Service Purpose</u></p>			
<p>The service exists to deliver effective place strategy and planning across all school phases and special schools using the most effective forecasting model to achieve sufficiency and equity of provision across Wokingham. The service discharges the admission authority duties on behalf of the Wokingham Borough Council to achieve maximum realisation of parental choice of schools. Working with the Corporate Transport Team, the service work to ensure there is an effective and efficient strategy planning and high-quality delivery of home to school transport within the set budget.</p>			
<p align="center"><u>Purpose of the role</u></p>			
<p>The post holder is responsible for the development, leadership, and management of the Borough Council's response to meeting its statutory duties and other policy objectives regarding the pattern, provision, organisation and supply of school, early years and SEND places. The postholder oversees the development of the area's school place planning ensuring the effective forecasting model is applied for the estimating the short and long-term school place needs. The postholder ensures accurate school place and admissions data are in place and lead school admission delivery to achieve maximum realisation of parental choice of schools. Manage the home to school transport budget effectively to ensure transport policy and delivery are of high quality and within budget limit.</p>			

<u>Main Accountabilities</u>	
1	Oversee the development of the area's school place planning ensuring the effective forecasting model is applied for the estimating the short and long-term school place needs.
2	Manage Overall responsibility for the budgets for dedicated school to home transport within the agreed budget limit and the effective allocation of resources.
3	Manage relationships with Elected Members through briefings, Executive reporting and Scrutiny Boards. This work will frequently involve challenging and emotive issues which require sensitive handling and high level of diligence in relation to school place planning, school admissions, and home to school transport.
4	Oversee the development and improvement of data and intelligence in their collection, analysis and reporting in the areas of Early Years, School and SEND sufficiency
5	Lead on ensuring a system is in place that enable the teams to use information and intelligence from data collection and soft intelligence to understand the local needs and changing demands for school places.
6	Overall responsibility for securing school places for children subject to in-year fair access admissions, school exclusions, providing technical advice to schools on exclusions processes, challenging schools.
7	Lead on the cross-cutting work to support council services with specialist education sufficiency advice and assistance when required.
8	Work with partners and stakeholders to ensure that school buildings are suitable for educational needs.
9	Lead to deliver a pro-active service which requires an expert level of knowledge of place sufficiency planning, admission policy, legislation and procedures and home to school transport.
10	Advise Assistant Director of Education, DCS, Lead Members and other senior stakeholders in the matters related to school place planning and forecasting modeling; SEND sufficiency, school admission, in-year-fair-access process.
Supervision Received	Assistant Director of Education and SEND
Supervision Given	<ul style="list-style-type: none"> – School Admissions and Transport Manager – Schools Planning Manager

Contacts & Working Relationships	Schools, land and property services, Corporate Transport, legal, customer services, Lead members, SEND service, Early Years services, Education Welfare
Management of resources or budget	£6M
Special Factors	Ability to travel to a variety of locations in borough, work special hours/shift pattern/weekends, attend evening meetings.

Organisation Chart



Person Specification		
Qualifications	Essential	Desirable
	<p>Degree or equivalent qualification or equivalent proven knowledge, skills or abilities</p> <p>Evidence of continuous professional development</p>	
Technical Skills.	Essential	Desirable
	<ul style="list-style-type: none"> – School place planning and other forecasting modelling skills – Expert skills to chair and facilitate diverse and high-profile events and activities, including regular parent-school events. – Ability of policy development, implementation, monitoring and reporting; – Excellent verbal, written and presentational skills with the proven ability to present complex information in a simple manner to a variety of audiences – Ability to provide leadership to the service management team and empower and motivate staff to ensure optimum delivery of services. – Proven ability to successfully plan and manage complex projects involving a wide 	<ul style="list-style-type: none"> - SEND Sufficiency Planning

	<p>range of stakeholders that cross service and professional boundaries.</p> <ul style="list-style-type: none"> – Proven negotiation and influencing skills to build strong partnership and to negotiate and challenge senior staff in a constructive way, including Head Teachers, to influence admissions and exclusion decisions. – Excellent data analysis skills – Experience of providing specialist expert advice, preparing cogent business cases and making recommendations to Senior Managers and Elected Members to improve or commission new services. – Excellent IT skills to include Microsoft Word, Excel and PowerPoint and the use of databases and related analytical software, including survey software. 	
Knowledge	Essential	Desirable
	<ul style="list-style-type: none"> - Sound understanding of wider council and education strategy objectives, services and initiatives and an understanding of how these interface with delivery of education services and to use this to inform service delivery 	

	<p>and share information with staff.</p> <ul style="list-style-type: none"> - An up-to-date knowledge of external funding opportunities for school place expansion and new school opportunities. – Expert knowledge of the school place sufficiency planning, placement and admissions legislation, and home to school transport. – Political awareness in relation to parental choice, school place sufficiency and equity as well as sensitivity of home to school transport support 	
Experience	Essential	Desirable
	<ul style="list-style-type: none"> – Experience and thorough working knowledge of all aspects of Local Authority school place planning, school admissions and home to school transport – Experience of effectively managing budgets – Experience of interpreting and analysing complex school place forecasting, financial and performance management information and data – Experience of building successful working 	<ul style="list-style-type: none"> - Experience of setting and achieving organisational performance and standards

	<p>relationships and influencing partners and stakeholders.</p> <ul style="list-style-type: none"> – Experience of managing staff and services including service improvement – Experience of strategic and service planning. – Successful experience in developing and leading the strategies and operation in a field that is related to School Admissions, Place Planning and Exclusion prevention provision. – Evidence of success in building and maintaining productive working relationship with school leaders. – Significant experience of leading teams and managing change to achieve improvements and efficiency – Experience in effectively managing and maintaining budgets to mitigate resource pressure – Experience of effectively leading co-production and customer consultation strategy and activities, to ensure the views of children and parents are reflected in the service strategy and operation – Experience of interpreting disparate and complex data to derive meaningful 	
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	<p>intelligence to drive service improvement.</p> <ul style="list-style-type: none"> – Experience of successfully managing a programme of complex projects involving a range of partners. – Experience of preparing written reports and presentations to senior managers, Elected Members and staff groups. 	
Other	Essential	Desirable
	None	
Completed by:	Ming Zhang	Date: 20 June 2023