

JOB DESCRIPTION
DRAFT

DIRECTORATE: Learning Culture and Children's Services		DEPARTMENT: Resource Management	
JOB TITLE: Head of Access		POST NUMBER:	
REPORTS TO (Job Title): AD Resource Management		Current Grade (For ref): PO17 – PO20	
1.	MAIN PURPOSE OF JOB The post holder's role is to ensure that all children and young people can access appropriate education provision and that individuals are supported in their learning. The current team provides a range of highly sensitive and public facing services including school admissions, pupil exclusions, transport arrangements for school students, student support, welfare benefits, managing a statutory complaints service, and issuing of performance licences and work permits for school-aged pupils. The team plays a key role in providing information and advice to pupils, parents, students and schools.		
2.	KEY TASKS:		
i.	To provide effective and accountable leadership of the Education Access Team as one of the Directorate's core teams in providing efficient, effective and responsive services to a wide range of external and internal client groups.		
ii.	To contribute to the formulation, implementation and evaluation of the strategic aims and plans of the LCCS service to ensure that the LA provides high quality leadership and services to meet the needs of the people of York.		
iii.	To provide professional and technical advice regarding school admissions, pupil exclusions and changes arising from the Education and Inspection Act 2006 (eg Choice Adviser) to parents and carers, elected members, the Local Admissions Forum, governing bodies and head teachers.		
iv.	To support statutory processes arising from proposals to close, merge or create schools.		
v.	To manage referral routes for hard to place pupils, ensuring that all children and young people receive an appropriate education (detailed below).		
vi.	To contribute to Council-wide corporate development commensurate with the level of the post.		
vii.	To exercise leadership, direction and discretion in managing the		

		Education Access Services and its resources.
	viii.	To manage the delivery of the LA's statutory responsibilities in relation to admissions, exclusions, transport, welfare benefits, student support, customer enquiries, complaints and appeals.
	ix.	To maintain the Education Otherwise register with details of all pupils not on the roll of a mainstream school, showing the provision that is currently being made for them.
	x.	To track all exclusions of 6 days or more, ensuring that full time provision is made for their education in school, or otherwise.
	xi.	To manage processes associated with all permanent exclusions, ensuring that schools follow correct procedures and meet appropriate deadlines for appeals.
	xii.	To chair the Reintegration Panel, in order to place as many pupils as possible in mainstream schools with the support identified in their reintegration plans.
	xiii.	To chair the Tracking Group and to ensure alternative provision where placements have been unsuccessful.
	xiv.	To contribute towards service reviews in Access areas in line with national developments.
	xv.	To manage working relationships and co-working with other teams and agencies to ensure effective provision of services.
	xvi.	To develop and maintain effective interpersonal relations with Chief Officers and Elected Members.
	xvii.	To develop and maintain effective interpersonal relations with schools, colleges, parents, trade unions, staff representatives, voluntary and other organisations, aiming for constructive partnerships in the delivery of quality educational support provision.
	xviii.	To exercise effective leadership in providing responsive and relevant services that improve access to educational services.
	xix.	To produce and implement an annual service plan and review statement, taking full account of the Council's policies, priorities and objectives.
	xx.	To promote effective educational, managerial and administrative practices and standards through the provision of staff development, monitoring and evaluation processes.
	xxi.	To act and manage in accordance with the Council policies.
	xxii.	To deal with press and media enquiries.
	xxiii.	To substitute for line manager and colleagues when appropriate.
	xxiv.	To undertake any other duties which may be required from time to time commensurate with the grade of the post.

3.	<p>SUPERVISION / MANAGEMENT OF PEOPLE</p> <p>No. reporting - Direct: 14 Indirect: Members of the team face new challenges – IT systems – transport/finance, admissions on-line, complaints</p>				
4.	<p>CREATIVITY & INNOVATION</p> <p>This post requires minimal intervention, the freedom to act; deals with frequent press and media interest. The post holder is involved in setting up bullying questionnaires, conference and training, and looking for new solutions such as on-line admissions, new transport partnerships, etc.</p>				
5.	<p>CONTACTS & RELATIONSHIPS</p> <p>The post holder will be required to work with a very wide range of stakeholders and in a range of multi-agency partnerships. Good communication, networking and churning skills are essential to the role. The post involves problem solving, some conflict resolution and a clear understanding of the way that people operate in partnerships. Key contacts include headteachers, governing bodies, elected members, parents and pupils. The post holder needs to be authoritative and collaborative, to deal with private sector transport providers, student loan company and DfES officers. The post holder works closely with the DMT and with the Local Government Ombudsman, and also chairs various panels and committees.</p>				
6.	<p>DECISIONS – discretion & consequences</p> <p>The role involves extensive discretion. The post holder has responsibility for a £2.3m transport budget as well as a budget for hard to place placements. Consequences would include impacting on the standing of the City of York Council with regard to the APA; involvement with appeals tribunals; effect on PIs and Admission targets.</p>				
7.	<p>RESOURCES – financial & equipment <i>(Not budget, and not including desktop equipment.)</i></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Description</u></th> <th style="text-align: right;"><u>Value</u></th> </tr> </thead> <tbody> <tr> <td colspan="2">The post holder is accountable for office furniture and equipment.</td> </tr> </tbody> </table>	<u>Description</u>	<u>Value</u>	The post holder is accountable for office furniture and equipment.	
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8.	<p>WORK ENVIRONMENT – work demands, physical demands, working conditions & work context</p> <p>Work demands</p> <ul style="list-style-type: none"> ▪ Can be pressure caused by competing deadlines and unplanned demands ▪ Physical demands ▪ No specific physical demands 				

	<p>Work conditions</p> <ul style="list-style-type: none"> City centre office location with the access team <p>Work context</p> <ul style="list-style-type: none"> The post holder operates within a wide ranging partnership context encompassing integrated service provision of differing forms – collocation/integrated teams/partnership forums 		
9.	<p>KNOWLEDGE & SKILLS</p> <p>The post holder is required to show demonstrable leadership and management qualities, demonstrable comprehensive technical knowledge of current legislation and guidance on education access and school organisation issues. The post holder should demonstrate previous success in motivating a team and individuals, previous success with staff development and empowerment. Experience of effective management of significant budgets and understanding of financial regulations and procurement skills are essential, as are good interpersonal and communication skills, both written and verbal. The post holder should have the ability to present information coherently to a variety of audiences including headteachers, governing bodies, elected members and parents. The post holder should have experience of working in education at senior level, as well as proven experience and ability to measure, monitor and improve the performance of a team including the use of management information, quality assurance and continuous development tools.</p>		
10.	<p>Position of Job in Organisation Structure</p> <div style="text-align: center;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Job reports to: AD Resource Management</div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 200px; text-align: center;">This post</div> <div style="border: 1px solid black; padding: 5px; width: 200px; text-align: center;">Other jobs at this level:</div> </div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> Jobs reporting up to this one: Education Officer Transport Officer Team Leader Schools/Customers Choice Adviser Student Support Officer Access Officers </div> </div>		
Job Description agreed by:	Name:	Signature:	Date:

Job Holder			
Manager			
Job Analyst			