



| Job description |                                                                                                                                                                                                                                                                                                                                                                                                                          |               |           |
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| Job title       | Head of Education                                                                                                                                                                                                                                                                                                                                                                                                        |               |           |
| Grade           | PMG 5                                                                                                                                                                                                                                                                                                                                                                                                                    |               |           |
| Directorate     | Children and Young People                                                                                                                                                                                                                                                                                                                                                                                                |               |           |
| Service/team    | Education                                                                                                                                                                                                                                                                                                                                                                                                                |               |           |
| Accountable to  | Director (Education & Inclusion)                                                                                                                                                                                                                                                                                                                                                                                         |               |           |
| Responsible for | <p>Delivering the statutory functions of the Council, including the provision of sufficient good quality educational places, school effectiveness admissions; adult learning; Knowsley Youth Offer; Early Years and Family Hubs.</p> <p>Driving education partnerships that benefit children and young people and provide support and challenge to providers and setting to ensure high quality inclusive education.</p> |               |           |
| JE Reference    | B1182                                                                                                                                                                                                                                                                                                                                                                                                                    | Date Reviewed | July 2026 |

### Purpose of the Job

As part of the Education and Inclusion Management Team, you will be required to provide high quality and strategic leadership on the development and delivery of the Council's Education Services ensuring the Council's statutory duties are met and outcomes for educational provision in Knowsley from birth to adulthood are achieved.

You will contribute to the improvement of outcomes for children, young people and adult learners in Knowsley across council services, schools and settings through the implementation of the Children and Young People's Plan, the Education & Inclusion Partnership Strategy, the Best Start in Life Strategy and other associated improvement plans, policies and frameworks.

You will support the Chief Executive and Executive Management Team in the achievement of the Council's priorities, ensuring that the Council meets its legal, statutory, and political obligations whilst effectively managing risk.

You will have key, corporate and service specific responsibilities as outlined within this Job Description. You will be fully responsible and accountable for



all areas within their remit, and empowered to make decisions in relation to the outcomes they are working to achieve.

## **Duties and Responsibilities**

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

### **Service Specific Duties and Responsibilities**

- To ensure that the statutory functions of the Council in relation to education and other related legislation is effectively delivered.
- To secure strong relationships with education providers, system leaders and other agencies and partners to support improvement of outcomes for children and young people and drive high quality inclusive provision that enables children to live, learn and grow up locally.
- To function as the main senior point on education matters educational leaders, headteachers, governors, collaborative networks and other agencies and services, collaborating with them to secure improvement for children and young people, particularly the most vulnerable.
- To have oversight of Post 16 funding arrangements and service delivery in line with The Department for Education guidance.
- To lead on the Knowsley Youth Offer ensuring that young people have a sense of identity and belonging with place.
- To collaborate with senior officers across the Council to ensure that services provided for children and families are continuously developed, improved, and appropriately integrated.
- Manage efficient responses to service and school inspections, legislative changes and national policy developments to support improvement using best practice to drive improvement.
- To ensure the needs of the workforce across the local area are well met through a robust workforce development strategy developed in partnership with school-to-school networks, collaboratives and service managers.



- To provide professional and specialist advice and guidance to all elected members and senior officers in the Council, ensuring that all current policy and legislation in relation to education is adhered to.
- To represent the Director (Education and Inclusion) (and deputise in matters relating to this post) as and when required.
- To undertake any duties of a similar nature as may be required from time to time.
- To lead on Early Years Best Start in Life and Healthy Babies agenda.

### **Corporate Duties and Responsibilities**

Alongside its existing priorities, Knowsley's Council Plan 2025 - 2030 has been created to complement the Knowsley 2030 strategy and the Council's work with strategic partners to deliver the strategy. The Knowsley strategy is underpinned by five strategic priorities which set out that, by 2030, Knowsley will be a place: -

- where strong and safe communities can shape their future
- where people are active and healthy and have access to the support they need.
- where people of all ages are confident and can achieve their full potential
- with a thriving, inclusive economy with opportunities for people and business
- with welcoming, vibrant, well-connected neighbourhoods and town centre.

The strategy also commits to addressing climate change and net zero. The Knowsley Council Plan 2025-2030 sets out the steps that the Council will take to deliver its responsibilities within this strategy. The plan's vision is "Supporting Knowsley's people to thrive" and this will be delivered through three priorities, as follows: -

- supporting those most in need
- inclusive growth and skills
- Climate Emergency - achieving net zero.

The plan is underpinned by five key enablers: -

- organisational resilience
- stronger communities
- Efficient and effective service delivery
- Early intervention and prevention.

**You will have corporate duties and responsibilities in line with the above and will be required to: -**



- Conduct specific corporate roles and assignments as allocated by the Chief Executive and Executive Director (Children and Young People).
- Provide a major contribution to the change management process within the Council, working as an active 'change agent' alongside other Senior Officers.
- Support Elected Members in undertaking their roles as community leaders and ward members.
- Provide support for corporate and/or external inspections where required.
- Work within the Knowsley Better Together principals developing co-operative working with local stakeholders to achieve a shared goal to achieve a greater impact.
- Champion employee engagement and experience ensuring Knowsley Council is a great place to work and has an inclusive culture in which all staff have a voice and are supported in achieving their potential.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

### **Knowsley Better Together – Staff Qualities**



### Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

### Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.
- As a senior officer, you will be expected to support the Council's emergency preparedness, response, and recovery arrangements; this may include, but is not restricted to, participation in appropriate training and exercises, participation in our emergency duty officer rota, and attending Strategic and/or Tactical and/or Recovery Coordinating Groups with our multi-agency partners.