

EAST RENFREWSHIRE COUNCIL28 October 2020Report by Deputy Chief ExecutivePOST OF HEAD OF EDUCATION**PURPOSE OF REPORT**

1. The purpose of this report is to seek Council approval for a proposed change to Head of Service remits within the Education Department and also seek Council approval for an Appointments Committee for the vacant Head of Education post.

**RECOMMENDATION**

2. It is recommended that the Council:
- a) approves the proposed revised Head of Service remits within the Education Department;
  - b) approves the recruitment procedure as detailed;
  - c) delegate to the Deputy Chief Executive, in consultation with the Director of Education to make the necessary arrangements;
  - d) provide nominations to the Appointments Committee;
  - e) authorises the Director of Education to put in place appropriate interim management arrangements for the Department if required.

**BACKGROUND**

3. The recruitment of Dr Mark Ratter into the post of Director of Education has resulted in a Head of Service vacancy within the Education Leadership team.

**REMITTS**

5. The current Education Leadership Team has three Heads of Services and two Senior Managers (Appendix 1). The current Heads of Service remits are:

- Head of Education (Equality and Equity)
- Head of Education (Provision and Resources)
- Head of Education (Quality Improvement and Performance)

6. It is proposed that the Head of Service remits are changed to:

- Head of Education (Equality and Equity)
- Head of Education (Performance and Provision)
- Head of Education (Quality Improvement)

The proposed structure is in Appendix 2.

7. This new structure reflect the needs of the department moving forward particularly in the current context of recovery. The senior roles are designed to support East Renfrewshire schools to continue to provide excellent experiences and outcomes for all learners, build capacity of staff, along with the development of the school estate. There is no change to the overall number of posts in the Education Senior Leadership Team.

8. To support resilience and development of staff and roles within the department there are changes to the remits of the three Head of Service roles. This means instead of automatically filling the post that has become vacant there will be changes to existing Head of Service remits.

9. It is proposed that the Head of Education (Provision and Resources) becomes the Head of Service (Performance and Provision) which will include adding Data and Performance to the remit. It is also proposed that the current Head of Education (Equality and Equity) moves into the Head of Education (Quality and Improvement) post and the vacant Head of Education (Equality and Equity) is then advertised.

10. It is proposed that the Head of Education (Quality Improvement) will now be responsible for Quality Improvement and Assurance, Self-evaluation, planning and reporting, Curriculum, Learning and Teaching, Early Learning and Childcare, Raising Attainment and Achievement and Pastoral Support to Schools. It is also proposed that the Head of Service (Equality and Equity) is now responsible for Inclusion, ASN, Special Education, Integrated Children's Services, Child Protection, Prevention and Community Engagement, Link to ERCL and Pastoral Support to Schools.

## **RECRUITMENT PROCEDURE**

11. It is proposed that an Appointments Committee be established to recruit a new Head of Education (Equality and Equity).

12. The following is the proposed timetable for the appointment to the post:

Post advertised:	30 October
Closing date:	22 November
Shortlisting by Interview Committee:	1 December
Shortlist by Assessment Centre:	10 December
Interview date:	16 December

13. An Appointments Committee, comprising 5 Elected Members, should be established to shortlist and interview candidates, and to make an appointment to the post.

14. The assessment centre will focus on ensuring the candidates have the correct skills mix to be considered for appointment by the Committee. With agreement of the Committee, if for any reason a candidate does not meet the criteria at assessment centre they will not proceed to interview.

15. If for any reason a successor is not in place as a result of the initial recruitment process the Director of Education will put in place interim management arrangements to ensure stability and continuity within the service until such time as a suitable replacement can be recruited. As is normal practice in such situations, the Director of Education will put in place suitable interim management arrangements within the existing team.

### **FINANCIAL IMPLICATIONS**

16. There are no additional financial implications as no new posts are being added into the structure. All costs associated with the recruitment process will be found from within existing budgets.

### **CONSULTATION AND PARTNERSHIP WORKING**

17. Consultation in relation to these proposals has been undertaken with affected employees and the Trade Union.

### **IMPLICATIONS OF THE PROPOSALS**

18. There are no IT, sustainability, equalities or other implications associated with this report.

### **RECOMMENDATION**

19. It is recommended that the Council:

- a) approves the proposed revised Head of Service remit within the Education Department;
- b) approves the recruitment procedure as detailed;
- c) delegate to the Deputy Chief Executive, in consultation with the Director of Education to make the necessary arrangements;
- d) provide nominations to the Appointments Committee;
- e) authorises the Director of Education to put in place appropriate interim management arrangements for the Department if required.

#### **REPORT AUTHOR:**

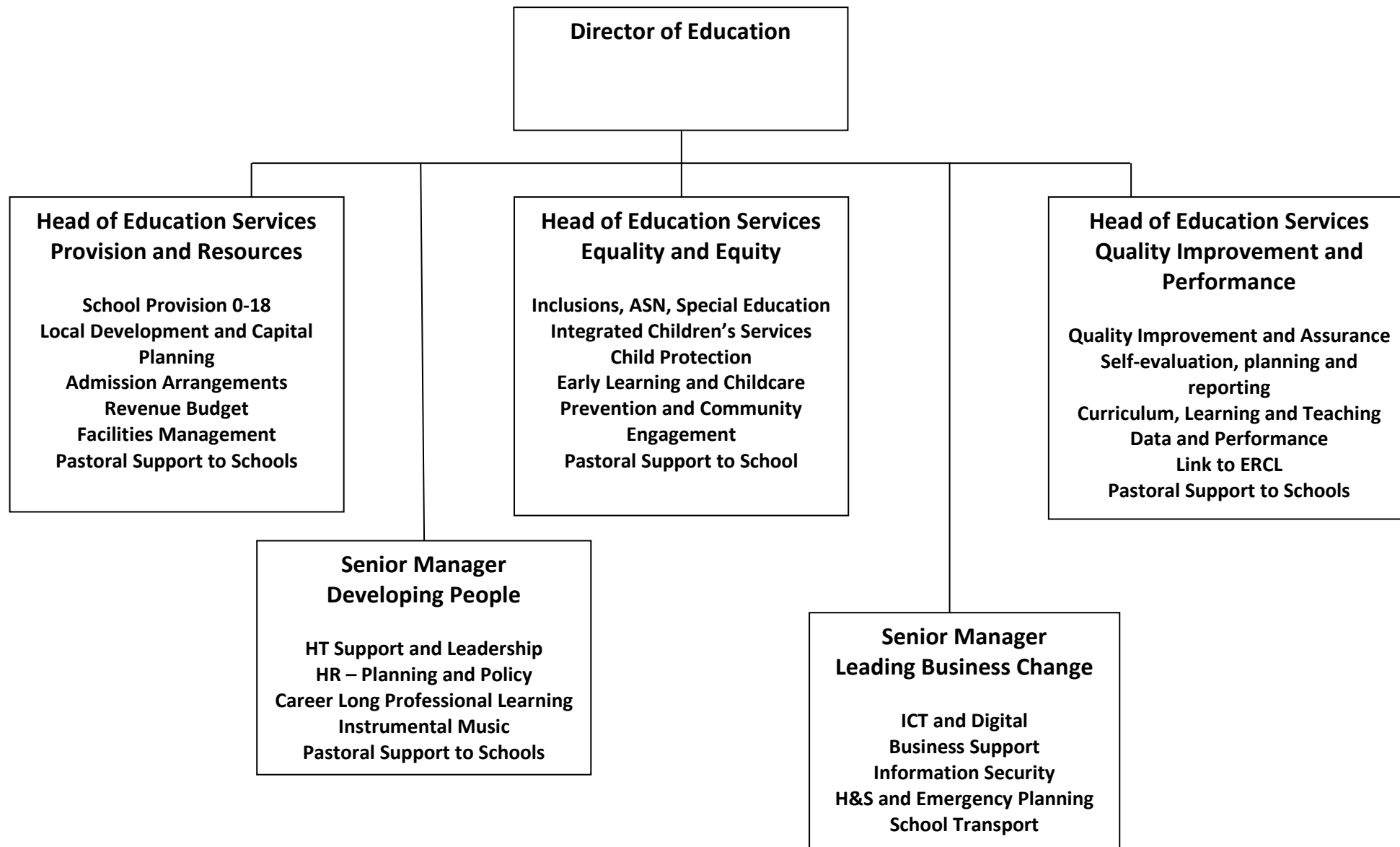
Sharon Dick, Head of HR and Corporate Services, Tel 07741 235242

#### **CONVENER:**

Councillor Tony Buchanan, Tel 0141 577 3107

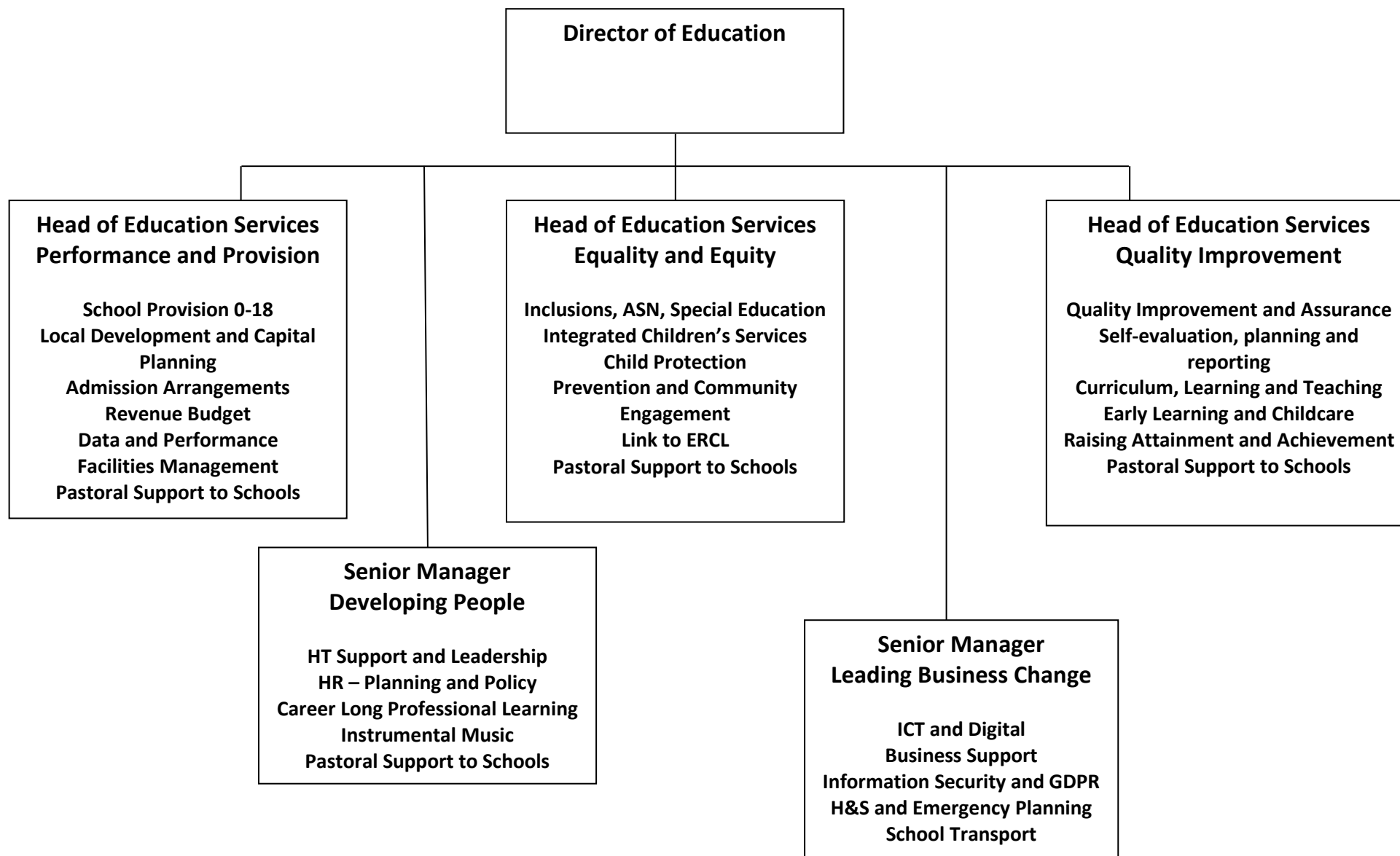
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**Education Department Management Structure  
Current Structure**



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## Education Department Management Structure Proposed Structure



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