**JOB DESCRIPTION**

 **EXCALIBUR TEACHING SCHOOL DIRECTOR**

**An exciting new role for an innovative leader who is passionate about shaping the future of school-to-school improvement.**

**This is a unique opportunity for a driven, resilient and inspirational individual to develop and create the vision for Excalibur Academies Trust.**

The successful candidate(s) will meet the requirements of the person specification and will be subject to an enhanced DBS check.

## JOB DESCRIPTION - DIRECTOR OF TEACHING SCHOOL

|  |  |
| --- | --- |
| **Position:** | **Excalibur Teaching School Alliance (ETSA / TSA) Director** |
| **Reports to:** | **The Principal of St. John’s Academy** |
| **Responsible for:** | **4 days Excalibur TSA / 1 day Excalibur Academies Trust (EAT)** |
| **Based at:** | **St John’s Academy Marlborough** |
| **Scale:** | **L18-22** |
| **Starting Date:** | **September 2018** |

## KEY PURPOSE

The Excalibur Teaching School Director will lead the strategic and operational development of Excalibur Teaching School Alliance. The Excalibur Teaching School Director will work alongside St John’s Academy’s Principal, Excalibur Director of Teaching and Learning and the Teaching School strategic board to develop the vision, scope and remit of the Teaching School. S/he will work to develop partners and partnerships and to expand the client base for the Teaching School. S/he will work with leaders and teachers to meet the vision and goals of the Teaching School in school improvement across the Alliance and beyond.

The Director of Teaching School will have leadership responsibilities within St John’s Academy, contributing to the success of the school.

This is a unique post that requires a substantial level of self-reliance, creativity, innovation, ambition and determination.

## KEY ACTIVITIES

* To develop the vision for Excalibur TSA and have responsibility for its strategic direction
* To be responsible the day-to-day management of Excalibur TSA including staffing
* To be responsible for the successful delivery of the National College of Teaching and Learning 3 Core

Priorities, making sure the nationally set Teaching School KPIs are met:

**1.** co-ordinating and providing high-quality school-led initial teacher training (ITT);

**2.** brokering high-quality school-to-school support to spread excellent practice, particularly to schools that need it most;

**3.** providing evidence-based professional and leadership development for teachers and leaders across their network.

• To contribute to the work of EAT’s core team, 1 day a week, driving forward school improvement

• To generate funding from the Strategic School Improvement Fund (SSIF / ESSIF))

• To coordinate and manage grant applications and projects, including SSIF / ESSIF, in a timely manner, maintaining accurate financial records

• Identification, brokerage and commissioning of school support across all phases and sectors including Excalibur Academies Trust, Alliance Schools and beyond

• To expand the remit of Excalibur TSA operation beyond the Core Priorities, ensuring long-term financial viability and sustainability

• To work within a regional network of teaching schools and the Teaching School Council SW

• To adhere to requirements set by DfE and co-operate with reporting processes

• Maintain a strategic overview, working with the Fairfield Teaching School Lead, of the Fairfield Hub

• Provide support to the Fairfield Hub, in the delivery of the core 3 priorities, when required

• To liaise closely with the Heads / Principals of the schools within Excalibur Academies Trust and the Teaching School Alliance

• To work with the Primary Marlborough cluster heads, to develop the Teaching School provision

• To be responsible for the Business Plan and sound financial operation of Excalibur TSA

• To generate reports to key stakeholders, including the DfE

• To support the development of effective pedagogy in partnership schools, leading to sustained raised standards across Alliance schools and beyond

• To ensure quality assurance on all aspects of operation

• To contribute to the excellent provision within Excalibur Academies Trust and ensure the smooth coordination of service delivery and its admin function relating to the Teaching School activity

• Work with other key stakeholders to provide an evidenced based, high quality, financially viable CPD

 offer that meets local, regional and national needs

• Work with other key stakeholders to request ITT places, recruit, co-ordinate and train ITT students

• To maintain a teaching commitment

• To contribute to SLT duties

• To act as an appraiser as part of St John’s appraisal system.

**KEY RESPONSIBILITIES**

**STRENGTHENING COMMUNITY**

1. Identification, brokerage and commissioning of school support

2. To contribute to the development of the education system by sharing effective practice, working in partnership with the DfE, Teaching School Council and other Teaching Schools in promoting innovations and networks

3. To ensure that the Teaching School offers an appropriate breadth of services, addressing local and national priorities.

**SHAPING THE FUTURE**

The Excalibur TSA Director will be responsible, alongside key stakeholders, for developing a vision for ETSA which inspires and motivates the Teaching School partners and community. This vision should include core educational values, moral purpose and be inclusive of all stakeholders.

1. Write grant applications, including to the Strategic School Improvement Fund (SSIF / ESSIF) and secure funding for sustainability

2. Keep abreast of National & International best practice and developments in the educational landscape

3. Design and develop innovative training and support programmes and Teaching School activities.

4. Contribute to leading-edge developments in teaching and learning and support for teaching and learning across the region

5. Initiate and lead Action Research projects both for Primary and Secondary Alliance schools

6. Work on own initiative to bring emerging practice to the attention of the Teaching School, Excalibur Academies Trust and Alliance partners.

**STRATEGIC DIRECTION AND DEVELOPMENT OF THE TEACHING SCHOOL**

The ETSA Director will be responsible for working with the CEO of Excalibur Academies Trust, Principal of St John’s, Marlborough and our Alliance partners, to develop a strategic direction for the Teaching School. The post holder will be able to analyse and plan for future needs and sustainability, for the further development of ETSA within the local, regional, national and international context.

1. To formulate overall aims and objectives for the Teaching School and implementation plans

2. To create an ethos and provide educational vision and direction which secures effective relationships between Teaching School partners

3. To develop with partners all Teaching School plans, policies and operations, including writing bids and accessing additional funding opportunities

4. Secure the commitment of the wider community to the vision and direction of ETSA to create and implement a strategic plan, underpinned by sound financial planning, which identifies priorities and targets for ensuring that targets are met, and securing Teaching School improvement

5. To ensure that all those involved in the Teaching School are committed to its aims, motivated to achieve them and involved in meeting long, medium and short term objectives and targets which secure the success of the Teaching School

6. To work alongside appropriate support functions to ensure that the management, finance, organisation and administration of the Teaching School support its vision and aims. Maintain financial records of Teaching School activity.

7. To manage complex projects involving a range of stakeholders.

8. To ensure that policies and practices take account of national and local data and inspection research findings.

9. To monitor, evaluate and review the effects of policies, priorities and targets of the Teaching School in practice and take action if necessary.

10. Create reports and annual reports, e.g. for internal purposes, RSC, DfE and for audit purposes.

**LEADING LEARNING AND TEACHING**

The ETSA Director will be responsible for working with the Teaching School Alliance partners to secure and sustain effective teaching and learning throughout the Teaching School Alliance and to evaluate the impact of the Teaching School on teaching and standards of pupils’ achievement, using benchmarks and working with a variety of stakeholders (for example alongside the local authority), setting targets for improvement.

1. To ensure a consistent and continuous Teaching School-wide focus on the 3 Core Priorities

2. To ensure that high quality learning and high quality service delivery is at the centre of strategic planning and resource management

3. To lead, establish, cascade and embed creative, responsive and effective approaches to learning and teaching.

4. To ensure a culture and ethos of challenge and support throughout the Teaching School Alliance

5. To demonstrate and articulate high expectations and set ambitious targets

6. To ensure an effective and rigorous reporting framework is used to evidence the work of the Teaching School

7. To monitor, evaluate and review practice and promote improvement.

**LEADING AND MANAGING STAFF**

The ETSA Director will be responsible for leading, motivating, supporting, challenging and developing staff to secure improvement.

1. To maximise the contribution of staff to improve the quality of service delivery

2. To plan, allocate, support and evaluate work undertaken by and on behalf of the Teaching School

3. To implement and sustain effective systems for the management of staff performance

4. To participate in arrangements for performance management

5. To ensure that staff working on behalf of ETSA are appropriately trained, monitored, supported and assessed.

**EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES**

The ETSA Director (in partnership with other senior leaders) will be responsible for recruiting and deploying people and resources efficiently and effectively to meet specific objectives in line with the Teaching School’s strategic plan and financial context.

1. To work with Teaching School Alliance partners and senior colleagues to recruit, deploy and develop staff of the highest quality

2. To actively recruit, train and deploy system leaders (Excalibur Leaders of Education, Specialist Leaders of Educations, Local Leaders of Education). To work with and deploy National Leaders of Education and Governance

3. To quality assure all work carried out by ETSA personnel

4. To consider Health and Safety needs in all activities and make sure adequate insurance cover is in place

5. To ensure that appropriate risk assessments are undertaken before sanctioning and participation in any potentially activity

6. To monitor and review the range, quality, quantity and use of all available resources in order to improve the quality of delivery, ensure efficiency and secure value for money.

**ACCOUNTABILITY**

The ETSA Director will be accountable for the efficiency and effectiveness of the Teaching School to: the Principal of St John’s Marlborough; the CEO of Excalibur Academies Trust; and the DfE / RSC.

1. To provide information, objective advice and support to the Teaching School Alliance partners to enable ETSA to meet its responsibilities in achieving the National Key Performance Indicators for Teaching Schools and for achieving efficiency and value for money

2. To create and develop an organisation in which all Teaching School Alliance partners and staff recognise that they are accountable for the success of the Teaching School

3. To present a coherent and accurate account of the Teaching School’s performance (including financial) in a form appropriate to a range of audiences, including the National College for Teaching & Leadership, DfE, the Excalibur Trust Board and St John’s Board of Governors.

## Important Information for Applicants

|  |  |
| --- | --- |
| Application Instructions: | Please complete the full online application form and explain your reasons for applying. You can submit a covering letter separately by emailing kim.jones@excalibur.org.uk  |
| Closing Date: | 21 May 2018 |
| Interviews: | 25 May 2018 |