

**The Government of Sark**

**EDUCATION COMMITTEE**

**A COMMITTEE OF THE CHIEF PLEAS OF SARK**

**JOB TITLE: Director of Education (Sark)**

**SALARY: £87,000 - £102,000 pro rata**

**COMMITMENT: Average 4 days per month on a flexible basis**

**RESPONSIBLE TO: Education Committee of Chief Pleas**

**Job Summary**

As the principal education advisor, the Director of Education will make a significant contribution to the development of government and operational education policy. The Director of Education is accountable for setting and monitoring high performance standards within Sark Education.

The school currently has 33 students.

**Main Duties and Responsibilities**

1. Act as Head of Profession for Education in Sark, advising on policy development, implementation and compliance using evidence-based approach.
2. Provide active management and support to the Education Committee to implement the vision, strategic and core values of Chief Pleas and provide a clear sense of direction, optimism and purpose across the education provision for the Island.
3. Provide a professional, advisory, challenge and support role to the Island’s school, early years settings and providers of secondary education, in order to significantly improve education and wellbeing outcomes for children and young people of Sark.
4. Fulfil statutory responsibilities as determined in Education Law and/or other legislative frameworks.
5. Ensure that policies and strategies relate to the broader curriculum, which contributes to the overall destination for students, and Island economy.
6. To lead on the education services and functions of Chief Pleas and work closely with the elected Education Committee and appointed Board of Education to ensure that the obligations of the Chief Pleas in relation to education services are fully discharged.
7. To have lead responsibility for all learning, pupil attainment, achievement, progress and school improvement functions and deliver continuous improvement in:

* Teaching and learning
* Inclusion and support of vulnerable learners
* Leadership and management (this includes local governance)
* Pupil well-being, behaviour and attendance
* Attainment, achievement and progress

1. To have line management responsibility for the Head of School, providing operational supervision and performance management responsibilities through an annual appraisal process.
2. Lead the evaluation and intervention programme for pupils with special educational needs, designing effective work programmes that will close the gaps for pupils with attainment and skills that are below age related expectations. Provide professional advice and training for teachers to enable them to meet the needs of these pupils.
3. Deliver an effective school improvement function that supports, challenges and, where necessary intervenes to drive up performance, raise pupil attainment and ensure that the overall effectiveness of the school on the Island, and provision for those educated at home or off-island is at least ‘good’.
4. To support Chief Pleas in delivering lifelong learning opportunities that expand the educational opportunities for Island residents and prepare islanders appropriately for work and/or further education, or offer recreational opportunities that enhance well being and/or a sense of community.
5. To ensure that effective data and information analysis is obtained to proactively monitor school performance, identify concerns early and deliver timely and targeted intervention to sustain standards and performance at levels of quality acceptable to regulatory bodies such as Ofsted or the equivalent.
6. To supervise the Island Safeguarding officer and lead the provision and practice of safeguarding across the island, including oversight of the on-line safeguarding management system. Provide professional support and advice to all Designated Safeguarding Leads, in conjunction with support services from Guernsey.

**Operational Remit**

1. Develop, direct and monitor school improvement and pupil achievement strategies to ensure that pupils and the school attain and improve, in line with standards that could be achieved in UK schools.
2. Lead on the development and implementation of a 14-16 strategy, to ensure students have access to the skills, qualifications and aptitude to achieve economic and personal wellbeing and ensure this strategy is supported by Chief Pleas.
3. To implement strategies to strengthen school leadership and governance.
4. To lead and work in partnership with other Chief Pleas committees as projects and services develop.
5. Supporting elected members in undertaking their roles as Education Committee members and Board of Education representatives.
6. Develop and articulate the Education Committee’s vision to ensure its delivery in a way that meets the mandate of the committee, policy objectives and offers value for money.
7. Optimise performance and delivery of the Education provision on Sark, ensuring efficient and effective use of the available resources (financial, human and physical) and the commitment to improve within a whole Island approach.
8. Responsible for ensuring the appropriate risk, financial and service management arrangements are in place.
9. To promote equality and diversity in all aspects of the Educational provision for Sark.
10. To ensure that reasonable care is taken at all times for the health, safety and welfare of staff and pupils to comply with policies and procedures relating to health and safety.
11. To carry our any other duties which fall within the Education Committee spirit, scope and purpose of this job description and which are commensurate with the post.

**ESSENTIAL CRITERIA:**

1. Qualified Teacher Status or a professional qualification in Education and Management;
2. A graduate qualification and relevant postgraduate professional development;
3. Qualifications in Special Educational Needs and Level 3 Safeguarding Qualifications
4. Recent, relevant and successful experience of leadership at both strategic and school level, and developing the effectiveness and impact of school leadership and management through hands-on coaching and mentoring of headteachers/heads of school to bring about rapid school improvement across the complete early years / school age range;
5. In depth and detailed up-to-date knowledge of recent UK mainland curriculum, teaching and learning, and assessment policy changes and initiatives, as well as the standards of pupil achievement now expected.
6. Strong recent experience in the assessment of pupils with SEND; and designing, devising and implementing effective intervention and programmes which maximise inclusion and progress to ensure achievement for all;
7. In depth knowledge of, and recent practical experience of objectively monitoring and evaluating the quality of education and standards of pupil achievement in relation to published and recognised rigorous criteria such as those of Ofsted i.e. competent in school inspection;
8. Recent, practical experience of bringing about cultural change and developing effective systems for safeguarding children and young people, and ensuring they are rigorously yet sensitively applied in a challenging context.
9. A proven track record of delivering high quality written reports and oral presentations on complex matters to a range of stakeholders;
10. Higher order skills in strategic analysis, planning, organising, time and resource management, negotiating, evaluation and decision taking;
11. Ability to develop effective relationships including being a champion for the Island’s Education Policy, working with the community on Sark and the wider Channel Islands
12. Excellent communication and ICT literacy skills, and an ability to use system data for the achievement of management objectives and organisational efficiency and effectiveness;
13. High degree of political awareness and capable of working effectively with the political dimension; ability to support elected members in undertaking their roles as community leaders and committee members.

**DESIRABLE**

1. A recognised leadership or management qualification (or willingness to undertake)

This job description gives an outline of duties which the post holder will be expected to undertake, it is not intended to be a comprehensive list as other duties may arise from time to time. It will be subject to review on at least an annual basis.