



Director of Education

**L30 – L34
£81104 - £89447**

Required September 2018

**Fixed Term contract for one year with the
potential for permanent employment.**

South Pennine Academies

South Pennine Academies is based in Huddersfield, West Yorkshire. We operate academies and preschools in Kirklees and Oldham in addition to the Huddersfield Horizon SCITT. We have extensive experience of operating educational establishments and taking at least one of these, Moor End Academy, to outstanding and sustaining this. We also have experience of opening Beaumont Primary Academy, a free school, in September 2016, and will open the second free school Brambles Primary Academy, Huddersfield in September 2018.

South Pennine Academies works in partnership with its academies to raise levels of attainment and aspirations of all students. The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.

Our knowledge of the communities that we work in is extensive. We currently operate in areas of high social disadvantage with high proportions of students and families from ethnic minority groups. We work with local community groups to deliver learning experiences of the highest standard.

Vision

- To develop a group of closely partnered academies
- To ensure all academies are world class centres of Excellence for Teaching and Learning
- To ensure the Trust plays a pivotal role in improving the life chances of students
- To develop local solutions and partnerships to meet local needs
- To promote school improvement with inclusion and diversity at its core

Values

South Pennine Academies believes in school improvement through a partnership model. This brings drive, expertise and capacity to the school improvement agenda. We recognize and encourage each academy's unique characteristics and ethos, reinforcing their individual identities within their respective communities.

Taking on this key role as part of our multi academy trust will enable you to have a significant and lasting impact on the lives of a large number of students across primary and secondary academies.

Key Priorities

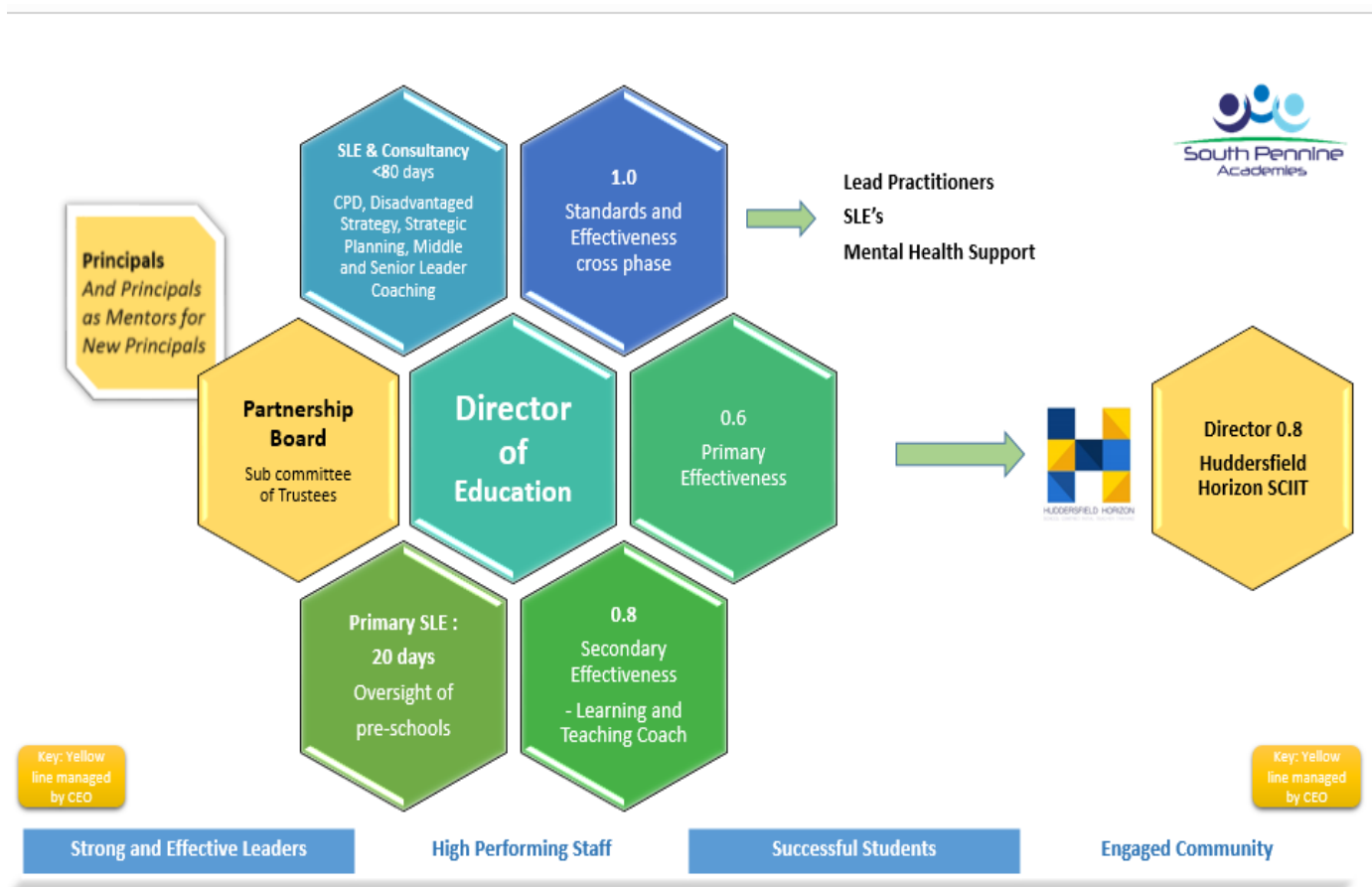
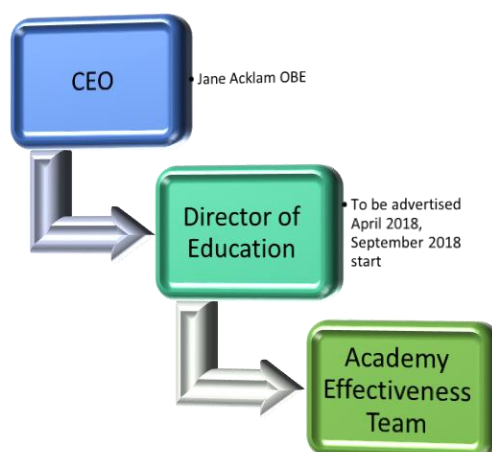
- Strong and Effective Leadership
- High Performing Staff
- Successful Students
- Engaged Community

We are looking to appoint colleagues who are as passionate as us about improving the lives of disadvantaged children. If you think that this is you, we would love to hear from you.

Context of the Role

In September we will have expanded to nine academies, four in Kirklees, four in Oldham and one in Calderdale, comprising three secondary and six primaries. In addition we also operate Huddersfield Horizon SCITT and two preschools in Kirklees.

This role will head the Academy Effectiveness Team, who are based in our Dewsbury Offices, on the site of Orchard Primary Academy. The composition of the team is below, and the role will be accountable to the CEO.





THE SELECTION PROCESS

How to Apply

Thank you for taking the time to read and digest our information. If you wish to apply for the post of **Director of Education** then you should;

- Follow the link to complete the online application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs.
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of the Trust.
- Submit your application by **9am Monday 30th April 2018**

Time table for the selection process

- Closing date for applications: **9am Monday 30th April 2018**
- Selection and Assessment Day: **Thursday 10th May 2018**

**Candidates wishing to discuss the post should contact Madasara Ali,
to make an appointment to discuss with the CEO.
madasara.ali@southpennineacademies.org**

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Joining South Pennine Academies

- The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of South Pennine Academies has access to the Teachers Pension Scheme or the Local Government Pension Scheme.
- **Child Care Vouchers** – Child care vouchers work through a salary sacrifice and they are taken from your salary each month before your usual Tax and NI contributions.
- **Continuing Professional Development** – We offer bespoke professional development opportunities and are committed to supporting career progression.



Scale:	L30- L34
Contract:	Full time, fixed term, subject to 6 month probationary period NB: Work in academy holiday periods may be required.
Responsible to:	Chief Executive

Purpose of the post

The post holder will, by working with the CEO and Academy Principals

- Provide dynamic and strategic leadership, clear direction and effective management for performance, standards and effectiveness across the Trust.
- To be influential in the development of the Trust wide strategic policies / procedure for improving the outcomes for children and young people in the trust' academies.
- Ensuring that the Trust key priorities are embedded in the Academy Effectiveness Team.
- Contribute to South Pennine Academies' strategic priorities and drive up standards and levels of performance required in an outstanding organisation.
- Lead and support the Academy Effectiveness Team and academies with all activities relating to standards, performance and quality of provision.
- Plan, and conduct termly monitoring visits for each academy (MCSI), feeding back to the Principal and CEO.
- Provide guidance and direction to Senior Leaders and their teams to ensure that they are compliant with the Trust's requirement for robust and accurate self-evaluation and development planning based on effective quality assurance.
- Support the Executive Team to ensure that there are appropriate academic structures and policies in place to enable the Trust to implement its vision, its obligations to its students and which ensure that South Pennine Academies good name and reputation is protected and compliant with Ofsted and all regulatory and legal frameworks.
- To provide professional skills and technical capabilities, specialist, integrity in decision making and operational activity, and at all times promoting an efficient, confidential, courteous and professional image.

Key Areas

Key responsibilities:

- To support and promote the agreed vision, values and key priorities of the Trust.
- To work closely with senior leaders and key staff across the Trust to support and direct the vision, high achievement, progress and overall standards.
- To lead and manage the Academy Effectiveness Team ensuring they are strategically focused in their work.
- To draft annually a Trust SEF, for the CEO's and Trustees consideration.
- To support the development of a Strategic Plan with the CEO, Principals, Senior Leadership Teams, Local Academy Boards and other stakeholders.
- To assure the formulation and monitoring of the implementation of post Ofsted Improvement Plans and other plans.
- To ensure actions from Notes of Visit are followed up by Principals and academies.
- Be committed to continue as a practising Ofsted Inspector.
- To work with Trustees and Local Academy Boards to ensure they are equipped, supported and challenged to fulfil their accountabilities and responsibilities in regard to standards and performance.

- To continue to improve and develop the performance culture of the Trust, analysing trends and developing interventions to raise standards and pursue excellence in all areas of academy performance.
- To develop a range of effective quality assurance mechanisms and compliance systems which lead to continued improvement across the Trust.
- To use Key Performance Indicators to benchmark and health check Academies and support student outcomes.
- To develop and co-ordinate the production of the Trust's self-assessment process including validation of judgements
- To develop a Trust approach to academy review including the organisation of whole academy, subject and aspect reviews in conjunction with Principals.
- To support the continual improvement and development of academies based on benchmark data and information.
- To provide information and expertise which contributes to the Trust's analysis of external inspection evidence and self-evaluated judgement and profiles.
- To ensure that all staff have access to high quality self-evaluation processes and to design and implement systems for the effective management and evaluation of these programmes.
- To lead, support and train staff and Local Academy Boards in reviewing and evaluating the effectiveness and consistency of Self-Evaluation Processes and standards.
- To ensure a consistent and continuous focus on student achievement, using data to track and monitor the progress in every student's learning, and across the Trust, analysing Academy data and alerting the Principal and CEO to any underperformance.
- To challenge underperformance which acts as a barrier to student achievement or Academy improvement.
- To create an environment where staff are supported and challenged so that high performance is the norm.
- To use national, local and Academy data effectively and also ensure all Trust data can be compared and analysed by Trustees and Local Academy Boards to support:-
 - the monitoring, analysis and evaluation of student progress
 - the planning and implementation of effective self-evaluation processes to support Academies
- To participate in setting targets for individual academies within the Trust.

Other duties:

- To provide an excellent role model for colleagues and students, conveying a professional standard of behaviour, punctuality, attendance and appearance, maintaining high morale and confidence within the Trust.

Key Tasks:

High Performing Staff

- To lead in establishing a highly effective learning environment (Quality First Teaching) by providing effective monitoring, quality assurance and self-evaluation.
- To keep up to date with major developments and changes in education and develop specific expertise as required.
- To support with monitoring the quality of teaching and learning and student achievement in order to set and meet aspirational targets.
- To monitor and evaluate teaching and learning across the MAT and liaise with appropriate Senior Leaders to ensure development areas are addressed appropriately and expediently.
- To provide staff support at all levels with expertise and quality assured action and systems.
- To develop, inspire and motivate effective leadership in order to raise standards across the MAT.
- To support and lead, when required, the monitoring of departments and areas in developing their Self Evaluation.

- To support staff across the Trust to develop their use of data and quality assurance processes so they are empowered to set and achieve challenging targets for all students.
- To support succession planning within the Trust through effective development of individual staff.

Successful Students

- To promote a culture of high expectations ensuring all students thrive, achieve success, become engaged in their own learning and are encouraged to develop both educationally and personally.
- To lead on the analysis and dissemination of data across the Trust and carry out appropriate activities to investigate further the issues affecting achievement.
- Ensure that provision for students with identified needs is regularly evaluated and developed as required.
- To ensure equality of opportunity for all, through curricula opportunities and wider academy activities.
- To support process of effective assessment to develop student progress.
- To support the development of student leadership across the Trust.

Strong and Effective Leaders

- To visit each academy, and regularly meet with Principals and Senior Leaders.
- To build effective working relationship with Local Academy Board Chairs, ensuring they are well trained and equipped to meet external challenge.
- To be fully committed to improving outcomes for disadvantaged learners in all academies, through removing barriers, and ensuring the quality of provision is outstanding.
- To comply with the Academy Child Safeguarding Procedures and to report concerns to the Designated Child Protection Officer in the relevant Academy.
- To ensure high standards of student care, well-being, safeguarding, behaviour and attendance.
- To support and uphold the Academies' policies on behaviour, attendance, discipline and bullying.

Engaged Community

- To work with the CEO / Principals to initiate and develop external relationships and partnerships in support of the Academy.
- To work to promote the positive image of the Trust in the wider community, including with the local community, business partners, Higher Education institutions and other external partners.
- To attend and advise meetings of the Trust Board, Local Academy Boards and associated Committees as required.
- To liaise with outside agencies, as and when required

General Duties:

- To safeguard and promote the welfare of young people and high standards of behaviour and attitude.
- To undertake any professional duties reasonably delegated by the CEO.
- To encourage the development of all students and colleagues maintaining an atmosphere conducive to good working relationships.
- To assist with recruitment and selection process, appointments and induction.
- To carry out supervisory duties in accordance with published schedules.
- To take part in appropriate meetings and events with colleagues, parents/carers and governors.
- To ensure a well organised environment, maintain a high profile presence, being accessible and supportive to students, colleagues, parents/carers and the wider community.
- To take responsibility for line management of designated colleagues and resources in order to achieve objectives.
- To ensure in any undertaking, to act with financial probity and in accordance with financial procedures.

General

The post holder must ensure, full commitment to the Trust vision, values and key priorities.

The above list is not exclusive or exhaustive, and the Trust may require the job holder to undertake duties commensurate with the level of the role.

The post will be based at Orchard House, Dewsbury however will be expected to regularly attend meetings at and work from our Academies and organisations located in Huddersfield, Dewsbury, Oldham and Halifax. The post will be categorised as an essential car user, payment for this will be based on estimated mileage and will be reviewed annually.

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

You are expected to carry out your duties with due regard to current and future Trust policies, procedures and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through academy communications.

Disclosure Level: Enhanced

Responsible to: Chief Executive

Responsible for: Academy Effectiveness Team



PERSON SPECIFICATION FOR Director of Education: Academy Effectiveness

	Measured by: A - Application I - Interview R - Reference	Essential or Desirable
Experience		
Successful senior leadership within secondary / primary settings resulting in significant improvements	A, R	E
A record of implementing change programmes to raise standards in teaching and learning, quality of provision and improve outcomes for students	A, I, R	E
Recruiting, retaining and developing a skilled and effective team and motivating the team to achieve its full potential	A, R	E
A demonstrable track record of strategic and innovative thinking and translating this into effective outcomes for students and staff	A, R	E
Experience of working collaboratively and in partnership with a wide range of partners	A, R	E
Experience as a practising Ofsted Inspector or HMI and a commitment to continue.	A, R	E
Skills, Abilities and Knowledge		
Think strategically, analytically and creatively	A, I	E
Excellent attention to detail, in both written and verbal communication	I	E
Deal with complexity and uncertainty, with a clear growth mind-set	I	E
Ensure effective practice and research evidence is used to improve outcomes for children and young people.	I	E

Knowledge and understanding of education policies and practices relating to the education of students	A, I	E
The ability to provide inspirational and strong leadership and create an ethos in which the highest achievements are reached by all members of the Trust partnerships	A, I	E
Demonstrate, enthusiasm, commitment, passion and ambition to lead the delivery of high quality learning and teaching, raise student and staff aspirations and inspire students to develop to their full potential	A, I	E
The ability to analyse and use data to establish benchmarks and to set and achieve challenging targets for improvement	A, I, R	E
Ability to initiate and maintain innovative curriculum design and delivery to stretch the learning of all students	A, I	E
Ability to act as both lead and team member, in fostering leadership potential in all	I	E
A commitment to social mobility and improving the life chances of all our students	A, I	E

Qualities		
A commitment to safeguarding and promoting the physical and emotional health and well-being of students	A, I, R	E
A belief in the right of students to a high quality education, raising standards of achievement by recognising the value and worth of each individual, providing teaching, learning and enrichment which stretches each student and supports them to become fulfilled, confident adults	A, I	E
The ability to implement the MAT vision, supported by a clear strategic plan, targets and goals for the Academy Effectiveness Team	A, I, R	E
Able to employ the appropriate leadership style(s) and approach to develop staff and secure an ethos of harmony and mutual respect	A, I, R	E
Listen, reflect and communicate effectively	I	E
Resonance and emotionally intelligent	I	E
Tenacity, resilience and drive	I, R	E

Self-motivated and hard working	I	E
Sense of humour and optimism	I	D
Willingness to be flexible and work to meet the best interest of the Trust	I	E
Open, honest and approachable	I	E
Empathy	I	E
Innovative and creative	I	D

Education		
First degree or equivalent	A	E
QTS	A	E
Additional Post Graduate Study	A	D
Recent and relevant professional development	A	E
Qualified Inspector	A	E