



Director of Institute

Application Pack

(Internal candidates only)

Sutton Coldfield, West Midlands

Contents

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01

About Academy
Transformation Trust

Page 3



02

Job Description

Page 4 - 6



03

Person
Specification

Page 7-8



04

How to apply

Page 9

01. About Academy Transformation Trust



We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

What does it mean to be part of ATT?

Our Vision

We will ensure that all our children and young people, regardless of their background, fulfil their education potential. We will do this in safe, supportive and ambitious environments, ensuring we maximise life chances for them all.

Our Values

- We will work inclusively within our communities, embracing the varied localities we serve while sharing our common vision and values.
- We will develop the very best leaders of the future, working to improve education and transform lives.
- We will adhere unwaveringly to the 'Nolan Principles' of Public Service, which is made clear in our commitment to Ethical Leadership.

It's all about CSI!

ATT is a Multi-Academy Trust (MAT) that legally operates as one organisation incorporating a large group of academies with a shared vision and values.

You could be part of a cross-phase family of 22 academies, 1,737 employees and 12,362 pupils (at September 2019), all working towards the same ambitious goals. While we recognise the individual community context of each of our academies, we are also very clear that we operate as one to ensure all stakeholders can benefit from the efficiencies afforded through our Trust operating model. More importantly, we know we grow, learn and achieve more through the collaboration that runs through our Trust. In our trust we routinely harness the very best practice, leadership expertise and development opportunities.

Our academy improvement model is very simple: we Challenge, we Support and, sometimes, we Intervene. We call this approach our 'CSI' model. Our CSI strategy is uniformly used across our Trust – regardless of where each individual academy is on its improvement journey.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.

02. Job Description



Director of Institute

The Role

The Academy Transformation Trust (ATT) Institute Director is responsible for the strategic leadership of the Institute and its activities. As a key member of our leadership team, you will influence direction and set the very highest standards for people development, developing trust-wide people development which will secure the best conditions for academic achievement through high-quality people development.

Responsible to: Chief Operating Officer

Key Responsibilities

People Development Vision and Strategy

- In collaboration with the Human Resources Director and other stakeholders, you will establish, communicate and implement a compelling vision for the quality of people development delivered across our trust.
- You will lead on the planning and implementation of people development that ensures academies are supported to improve and that is systemically and consistently embedded across our trust.
- You will ensure that the ATT People Development vision is widely communicated and shared internally and externally with key stakeholders.
- In collaboration with key stakeholders, you will contribute to the Institute marketing plan and engage stakeholders and partners within and outside of our trust in the Institute People Development activities.
- Develop and be accountable for the business development of the Institute, ensuring that it becomes self-financing and in time, profitable for our trust.

Building Capacity for Improvement: People and Partners

- You will ensure that there is clear direction and a clear rationale with regards to specific people development activities that are to happen at trust level, cluster (or regional) level and academy level.
- You will organise the teaching and learning support between academies, clusters and the centre based on a clear, evidence-informed theory of action and evidence of impact.
- You will have a strong understanding of where specific expertise exists across our trust and how it can be used to support other academies, and develop system leaders alongside key partners.
- You will lead on carefully considered approaches to using system leaders and lead practitioners and promote knowledge transfer through coaching, modelling and enquiry led learning.
- You will develop a clear understanding of academy improvement areas and work collaboratively with stakeholders to address them through carefully planned people development activities.
- You will quality assure people development activities across our trust and monitor engagement to ensure that all stakeholders are open to learning from and with others.
- You will lead on collaboration and partnerships with recognised hubs of expertise such as Teaching Schools, National Leaders of Education (NLEs), or lead teachers who will play an integral part in supporting the improvement of academies and the Trust. You will be able to articulate the purpose and impact of these partnerships.

03. Job Description

Recruiting, developing and retaining talent

- You will lead on people development activities that will support and strengthen our trust's recruitment and retention strategy, contribute to ATT's journey in being an employer of choice, ensuring talented people are attracted to our academies because of its People Development offer.
- You will lead on establishing a well-developed strategy for developing all stakeholders.
- You will ensure that progression and promotion routes across our trust are well-established, clear and transparent and give our colleagues who demonstrate their effectiveness opportunities to develop and progress.
- In collaboration with key stakeholders, you will ensure that our trust is implementing a clear talent management strategy to deploy talented colleagues where they are most needed; aspiring middle and senior leaders are deployed strategically and supported by people development programmes.
- You will contribute to a clear approach to wellbeing amongst our colleagues as well as workload, identifying actions that both our trust and academies can take to actively support our colleagues at all stages of their career.

Teaching and Learning

- You will ensure that there are regular opportunities for our colleagues to see and learn from really great practice.
- You will utilise phase and subject expertise across our trust which will play a vital role in developing excellent subject and phase pedagogy.
- You will ensure that fresh approaches are introduced in a carefully managed way and forensically evaluated before being rolled out across our trust.
- You will collaborate with academy leaders to ensure that teaching and learning is prioritised as the most important improvement activity in academies.
- You will ensure that strong people development programmes are in place for senior and middle leaders so that they have the expertise and tools to lead high-quality people development activities.
- You will be involved in developing and learning about what works, uses evidence intelligently, and changing practice based on evaluations and external research.
- You will ensure that there are strong systems in place for engaging and involving pupils and using this information to improve teaching and learning.
- You will embed a culture of learning through which all stakeholders can develop their practice and test the impact of their practice through structured reflection.
- You will further develop the infrastructure and networks to support shared professional learning and development – e.g. through subject networks, peer-to-peer coaching and observations and reflections on classroom practice linked to our trust's priorities.

Early Career Framework

- You will work in collaboration with the Human Resources Director and other key stakeholders in developing and embedding an effective and consistent support and development framework for early career teachers (NQTs and RQTs) across our trust, paying particular attention to the Early Career Framework and support programme published by the Government.
- You will establish links with and act as the key liaison point between our trust's preferred Teacher Training Providers, the NQT/RQT coordinators/leads. Longer term this may involve the

03. Job Description

strategic leadership and management of the performance and oversight of an ATT Institute SCITT offer.

- You will provide strategic advice and guidance to our academies on Early Career Development and national policy by ensuring national and local policy initiatives are fed into the work of our trust.
- You will work alongside the Human Resources Director and other key stakeholders to ensure ITT and Early Career Development is maximised as an area for succession planning and people development as part of our trust's embedded career pathways and PD Offer.
- In collaboration with the Human Resources Director, you will lead on ITT recruitment, retention and wellbeing of our NQT and RQT colleagues across our trust.
- To work with key stakeholders to explore appropriate body status for the ATT Institute.

Other

- Provide counsel to the Executive Leadership Team in relation to all matters of people development.
- Chair the People Development Strategic Development Group (PD SDG) encouraging sharing of best practice, collaborative working and demonstrating impact in relation to people development activities.
- Collate management information from all academies within our trust and produce meaningful reports for the Executive Leadership Team and Trustees with recommendations for future plans and further development/improvement.
- Project manage our trust's response to changes in legislation and statutory guidance relating to people development (eg. early career teachers, mentoring, retention etc) ensuring that our trust and all its academies are fully compliant and advanced in all areas relating to people development.
- Lead all activities involved in researching our trust's potential to obtain Institute Status communicating a clear plan and timeframe of how this may be achieved.

Any other duties as deemed appropriate by the Chief Operating Officer.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.

04. Person Specification

Director of Institute

	Essential
Education and Training	<ul style="list-style-type: none"> • Degree level or equivalent qualification in relevant area • Qualified Teacher Status • Further qualification in education (Masters degree, NPQ etc.)
Knowledge and Experience	<ul style="list-style-type: none"> • Strong knowledge of regional and national system leadership structures such as Teaching Schools, Teaching Training and Research Networks. • Experience of working with Teaching School Networks. • Successful leadership experience in schools or education management organisations e.g. DfE, LA. • Experience of working with senior leaders in schools. • Experience of supporting successful school improvement. • Experience of writing and presenting policy and strategy and recommending appropriate future action. • Successful experience of peer to peer support. • Experience of effective partnership working and of developing good working relationships with all stakeholders. • Experience in the analysis and evaluation of performance data. • Evidence of collaborative and inspirational leadership skills.
Competencies	<ul style="list-style-type: none"> • Ability to quickly build relationships with a wide range of internal and external stakeholders. • Ability to operate strategically to draw on national and regional initiatives and apply them to an ATT Institute offer to meet ATT priorities. • Proven ability to develop, communicate and successfully implement strategies. • Ability to challenge effectively and to quickly adapt to change. • Proven ability to generate and deliver collective vision and shared purpose. • Ability to collect evidence and make sound judgements against agreed criteria. • Effective organisational skills. • Well-developed interpersonal and communication skills. • Credibility and influence with senior leaders. • Work flexibly and be able to use own initiative. • Excellent ICT skills
Values	<ul style="list-style-type: none"> • Personal vision is aligned with ATT's high aspirations and expectations of self and others • Genuine passion and a belief in the potential of every learner • Motivation to continually improve standards and achieve excellence above norms • A willingness to undertake further training and professional development • A willingness to demonstrate commitment to the values and ethos of Academy Transformation Trust – particularly our commitment to ethical leadership
Other	<ul style="list-style-type: none"> • Demonstrates integrity • Promotes and defends equal opportunities

04. Person Specification

- Commitment to the safeguarding and welfare of all learners
- Willing to travel to all academies within our trust
- This post is subject to an enhanced Disclosure and Barred Service check



05. How to apply

Director of Institute, Sutton Coldfield, West
Midlands

Status:

Full Time (37 hours per week)
Permanent
All-year-round

Salary:

£67,000.00 - £74,000.00 per annum

Closing date:

Tuesday 18th February 2020, midnight

Interview Date:

Thursday 27th February 2020

Start Date:

As soon as possible

Applying:

Please apply by visiting:

<https://www.academytransformationtrust.co.uk/vacancies>

#TransformingLives

Address:

Academy Transformation Trust
Unit 4, 2nd Floor
Emmanuel Court
Reddicroft
Sutton Coldfield
B73 6AZ

Visit:

academytransformationtrust.co.uk

Call:

0121 354 4000

Email:

office@academytransformation.co.uk



@AcademyTrust