



JOB DESCRIPTION
SOUTH WEST HUB DIRECTOR

RESPONSIBLE TO: Education Director

LINE MANAGEMENT OF: Heads of School (Frome, Bristol & Exeter), Hub Strategic SEND & Safeguarding Lead, Hub Lead for Teaching & Learning

CONTRACT TERM: Full-time – 2 Year Fixed Term Contract

JOB PURPOSE

To provide strategic leadership and be accountable for the direction, standards achieved and quality of teaching and learning in all of Avanti's South West academies. To contribute as a senior member of the Trust to ensure that all academies are delivering the highest possible educational provision and achieving excellent outcomes for pupils.

Be an effective ambassador for the trust in the region, developing strong relationships within the region that support the leveraging of benefits for children, staff and communities for the Trust.

MAIN DUTIES AND RESPONSIBILITIES:

Strategic leadership role (as the key senior member of the Hub supporting the Regional South West Management Committee)

- Be a significant leader and manager in the academies and take a key role in important decisions.
- Lead on educational matters providing expert advice and guidance to Heads of Schools.
- Drive a continuous and consistent focus on pupils' achievement and progress, using robust data to monitor and evaluate effectiveness, and holding the Heads of School to account for the performance of all pupils in their academy.
- Advise the Trust Board and Local Management Committee on key educational issues and operational matters.
- Lead on the performance management of the Heads of School in the area.
- Support the work of the Chair of the Management Committee and other committee members as required.
- Provide coaching, guidance and support to the Heads of School and senior leadership teams in the academies.



- Develop strong networks and relationships across the region to support the leveraging of benefits for children, staff and communities in the Trust.
- Work with the Trust's Finance and HR Directors to create and ensure the efficient work of the Hub support team serving the area.

Academy Performance and Improvement

- Be the senior source of professional advice and guidance within the region on all Education, SEND and Safeguarding matters.
- Review and challenge self-evaluations and development plans produced by the Heads of Schools to ensure they deliver the improvement outcomes required across the school.
- Provide improvement support, advice and challenge to the Heads of Schools.
- Liaise effectively with other trust staff responsible for the development and implementation of the professional development programme
- Monitor the performance of each of the academies in the area (overseeing the preparation and analysis of progress reports and in meeting key strategic objectives against the school development plans).
- Oversee and review the quality assurance audits within schools and review outcomes and improvement plans.
- Liaise with other Trust staff in the deployment of resources to support the academy improvement work.
- Commission school improvement and subject support as needed to deliver the improvement at each academy as required.
- Work with other Trust staff in strategic support, training and advice to the Management Committee, attending termly meetings.
- Undertake the performance management of the Heads of Schools in each academy.
- Lead and develop termly network meetings for Heads of Schools and other senior staff in the area to share ideas, knowledge and to network.
- Act as a conduit between the Education Director of the Trust and each academy's Heads of School.
- Responsible for all senior leadership appointments in each of the academies within the region, utilising support from the central Trust HR Team.
- Produce regular progress reports for the Education Director, Management Committees and Trust Board.
- Continuous oversight that the all school policies in place are robust, appropriate and embedded.

Other Educational and Operational matters

- Contribute to the formulating and drafting of Trust-wide education and other trust policies.
- Maintain leading edge knowledge and understanding of effective school/academy improvement, with a focus on assessment, tracking and effective data analysis.
- Ensure all budgets relevant to the post and the hub are managed and monitored effectively and that resources are used efficiently.
- Attend external meetings as required with the RSC, Local Authorities and other key individuals within the region.



Other Responsibilities

- Contribute to the wider life of the Trust, its academies and communities through partnership working.
- Carry out any such duties as may be reasonably required by the Education Director.
- Demonstrate commitment to safeguarding and promoting the welfare of children and young people.
- The post holder will be expected to carry out other such professional tasks commensurate with the duties, responsibilities and level of the post.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all of AST's policies and procedures and comply with their contents; raising any concerns in a timely manner.

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



PERSON SPECIFICATION

SOUTH WEST HUB DIRECTOR

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Experience/knowledge/qualifications	Essential	Desirable
Degree level or equivalent qualification in a relevant area	X	
QTS and or PGCE	X	
Master's degree		X
Strong record of educational leadership: raising standards, achieving outstanding results and having personal impact across preferably primary phase and/or secondary phase	X	
Track record of leading successfully beyond a single institution – influencing and supporting other leaders to achieve success	X	
Successful track record of turning around inadequate schools	X	
Experience of developing and delivering successful school/academy improvement programmes across institutions and regions	X	
Experience of successfully coaching, mentoring and challenging senior staff	X	
Achieved high levels of professional credibility with highly effective school/academy leaders and other leaders in education including those with a national profile	X	
Experience of working with a management committee/board to shape and implement an organisation's long term strategy and enable it to achieve its objectives.	X	
Significant experience of working with partners including DfE, RSC and local authority officials and teams to develop high quality education provision.	X	
Experience of designing, tracking, monitoring, evaluating and reporting on interventions capable of bringing about outstanding outcomes	X	
Excellent analytical skills with the ability to gather, analyse and present information in order to understand complex issues. You will possess well developed facilitation, negotiation influencing skills across professional disciplines, with stakeholders and at all levels.	X	
Demonstrable ability to think and act strategically, solve problems and make decisions. You will possess high quality communication skills; written, verbal and non-verbal with children and families with the ability to tailor material to the audience.	X	
Confidence to challenge difficult or sensitive situations	X	
Excellent knowledge of IT systems and fully proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	X	



Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills	X	
Experience in effective collaboration with external agencies	X	
Personal qualities and attitudes	Essential	Desirable
Demonstrates a strong focus on pupils safeguarding and wellbeing at all times	X	
Strategic thinker and excellent leadership qualities	X	
Well organised, methodical and very good attention to detail. Able to produce accurate records and reports as required	X	
Ability to write in a confident, sophisticated, accurate manner, fit for a specific context and circumstances	X	
Excellent communicator able to identify and use appropriate styles and methods, appropriate to the audience	X	
Ability to demonstrate resilience, whilst being responsive, open and honest about challenges	X	
Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards	X	
Ability to actively build constructive and open relationships with networks of colleagues, contacts and organisational partners and a collegiate team player	X	
Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	X	
Professional Development	Essential	Desirable
Evidence of recent relevant further professional development	X	