



# Welcome to work at UST

## UST Executive Headteacher



University  
Schools Trust  
A transformational education



## Welcome to UST

I am proud to introduce you to UST, a group of incredible schools providing an excellent education that is derived from exceptional teaching and learning.

### **We were founded on the premise of transformation through partnership**

We began as a unique partnership of six world-leading universities and other sector-leading bodies, supporting our shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

Collaboration has always been at the heart of providing transformational experiences. Whether it's our incredible partners, school to school partnership groups, staff CPD opportunities or working alongside our dedicated parents, we learn from one another to improve the life chances of every child in our care.

### **We believe in innovation and improvement**

The UST School of Education, our innovative centre of excellence supports the development of our curriculum, teaching and learning principles and wider school improvement. Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

### **Pride in our staff**

We pride ourselves on being inclusive, welcoming anyone who wishes to join UST. Support or teaching staff, whether you are new to the profession or looking to further an existing career, we want to work with you if you are determined, passionate and committed to supporting every child at UST.

### **Ethical employment**

UST is committed to ensuring our recruitment practices are ethical, fair and non-discriminatory and are enacted to ensure our approach is consistent with the principles of anti-discrimination and equal opportunities legislation.

I look forward to welcoming you to UST. It truly is an environment in which you can flourish, where hard work is rewarded.

Kind regards,

**Gillian Kemp**  
Trust Leader



# What makes UST unique?

## Our vision and values

Our overriding purpose as a Multi-Academy Trust is driven by our vision and values.

### Vision: Where collaboration breeds transformation

Guided by and working with our Trust Partners:

The Trust is a family of inclusive schools where collaborative partnerships deliver a transformational education which empowers our pupils and the communities they come from to realise their full potential. A culture of high expectations nurtures a drive to achieve excellence and to take ownership of future academic and vocational learning paths in order to equip our pupils as global citizens and inspire their communities.

### Values: The UST Guarantee

#### Achieving Excellence through Transformational Education that Empowers Communities.

**Achieving Excellence:** The Trust inspires each member of our learning community to be ambitious, to realise their potential and to succeed academically and vocationally.

**Transformational Education:** The Trust ensures that the dynamic curricula and pastoral offers of our schools are enriched by the civic leadership and research from our university, public and private Trust partners.

**Empowering Communities:** The Trust strives to equip all pupils and staff with the skills to transform their lives, empower communities, and excel in our global society.



## Our schools



Cyril Jackson is an Outstanding rated primary school, offering a curriculum which engages and inspires, a diverse range of educational visits and experiences, outstanding pastoral care and high expectations, all within a happy, safe and supportive environment.



**Royal Greenwich Trust School**  
Learning Today, Leading Tomorrow  
PART OF UNIVERSITY SCHOOLS TRUST

Through a broad and balanced curriculum, a wide range of enriching learning experiences and a tailored approach to supporting the individual student, our students will leave school as young adults who are responsible global citizens who have a clear vision for their futures.



**St Paul's Way**  
Aspiration • Integrity • Community  
PART OF UNIVERSITY SCHOOLS TRUST

St Paul's Way Trust is an all-through school, including nursery to sixth form, known for being the university school in the heart of east London. The hallmark of SPW graduates is to be fully prepared for the opportunities and the demands of the adult world.



## A partnership to be proud of

### A partnership of pioneers

Our Trustees are appointed from the world-leading and internationally renowned universities that helped found UST, and from organisations across a spectrum of other sectors. They are united by an innovative shared vision that seeks to provide staff, pupils and families with an extensive and comprehensive range of experiences and opportunities.

### A partnership that challenges the status quo

Our commitment to empowering communities, improving social justice and breaking barriers that inhibit social mobility is enshrined in our daily practice. We focus on reducing the attainment gap for those who are amongst the most disadvantaged in our society.

### A partnership of equals

In many trusts you will find a 'lead school'. Not at UST. We want idea sharing to flow between all of our schools. We know that every school excels in different areas, and we facilitate school improvement by best practice being shared, implemented, observed and perfected amongst us all.

### A partnership which nurtures

We place people at the heart of our strategic approach because we believe this is fundamental to running successful schools. We invest in our staff with support, mentoring and a wide range of top quality training programmes.



# Benefits at UST

We want our employees to enjoy a rounded package that supports their wellbeing, boosts their career progression and gives them financial security. We are committed to being the local employer of choice and we firmly believe that is the case. As such, we have pledged to evolve the UST benefits package at regular intervals.



**KATY, FUNDRAISING AND PARTNERSHIPS COORDINATOR**

"One of the things that I love is our collaborative ethos. I have seen some trusts have an 'us and them' culture between the schools and central services, but that couldn't be further from the truth at UST."



**DARREN, DIRECTOR OF DATA AND COMPLIANCE**

"Being on the executive team I get to see the impact that people have across UST. It never ceases to amaze me how many incredible people that I get to call colleagues."



**JOYCE, DATA CONTROLLER**

"UST is just a fantastic place to work. The leadership team are incredibly welcoming and approachable. They will always take the time to help you if you need it."



# UST School of Education



**Matthew Glenn: Director of Education (Secondary)**

As Directors of Education for UST, we ensure the educational success of the schools within the overall framework of the UST strategic plan, as well as the individual school.

We are the leads for what is known as the UST School of Education. Within this role, we oversee the professional development of all staff at UST. We believe this journey of improvement is continuous, which is why we place significant time and resources into meeting the requirements of all staff at every career stage.

We recognise that continuous professional development adds exponential value to the environment, learning experience and support our pupils receive. This is why we are committed to supporting each member of staff and their personal career ambitions.

By providing the highest quality education and learning environments, our staff:

- Are enabled to develop their practice and excel as professionals
- Become integral to succession planning within the school and Trust
- Make a real difference to our pupils and in the wider community we serve.



## STAFF PROFILE: OLIVIA SAUNDERS

**RGTS Deputy Headteacher  
Inclusion & Character Development**

"UST was in its infancy when I joined six years ago. It has grown into an organisation which emphasises the importance of connecting education from primary through to university. I have not encountered a trust that approaches education this way.

Such innovative thinking is at the heart of what UST does. I work closely with the Director of Education and other expert UST consultants who supports our reviews, from which I have found myself challenged and supported to make sure we are delivering best practice.

This desire for improvement is driven by UST's culture, and is facilitated by the collaboration between our schools. We are always working on building links at senior and middle leadership, where we can share resources, learn from one another and support our peers.

Schools can often be echo chambers. Not at UST. When you're a part of our Trust you never feel isolated and without someone to turn to for a different perspective."



# Job Description

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<b>Job title:</b>	Executive Headteacher	<b>Contract Type:</b>	Permanent, 0.6
<b>Responsible To:</b>	Trust Leader	<b>Grade &amp; Spine Point:</b>	L39 – L43
<b>Location:</b>	UST Schools/UST House (to be agreed) Initially St Paul’s Way and broadening their work to our other schools.		

## INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust. We are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff

### OUR VISION

To provide transformational educational opportunities for children across London, setting the agenda for social mobility and sector-wide change.

### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

### JOB PURPOSE

The Executive Headteacher is accountable for ensuring the educational success initially for St Paul’s Way School (all-through) and then broadening their work to our other secondary school. All criteria highlighted in the job description and all aspects of this role will focus on ensuring the success of both the secondary and primary phases within this portfolio. They are responsible for providing strategic leadership across all aspects of the internal organisation, professional leadership, management and control of the schools. They should create a culture of constant improvement and be an inspirational leader, committed to the highest achievement for all in all areas of the school’s work.

### **Shaping the Future (Strategic Leadership)**

- Provide Trust-wide leadership in specialist areas e.g. school improvement, free schools/new schools, SEN and disadvantaged, data and assessment, creating outstanding provision.
- Working with each Headteacher, Head of School and the Local Governing Body, and under the guidance of the Directors of Education to develop the shared vision and strategic plan for the schools, which is responsive to the communities they serve. At the core of this should be the educational and personal development of the pupils.
- Work with the Trust Leader, Directors of Education, UST Board, Governors, and staff to define and implement the schools' vision and strategic direction so that it is understood and acted upon by all stakeholders.
- Create and implement a strategic plan, across the Trust schools which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement.
- Plan for the future needs and further development of the schools within the Trust and national context.
- Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative educational environment.
- Ensure the schools achieve their performance targets.
- Promote the schools and the Trust to a range of audiences.
- Secure the commitment of parents and the wider community to the vision and direction of the schools and the Trust.
- Work with all stakeholders to generate enthusiasm and commitment.
- Challenge, motivate and empower others to attain ambitious outcomes.

### **Leading Learning and Teaching**

- Agree curriculum non-negotiable with the Directors of Education, Trust Leader, Governors and individual school senior leaders to meet statutory and pupil requirements that meets the Trust's aims and local needs.
- To support the alignment and development of curriculums, assessment processes and procedures across the Trust.
- To provide highly effective strategies to support and challenge each Headteacher/Head of School, ensuring rapid improvement is made in the quality of the provision.
- Secure and sustain effective teaching and learning throughout the schools by ensuring each Headteacher/Head of School has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those in vulnerable groups.

- Promote excellence in teaching and learning, ensuring a continuous and consistent Trust wide focus on pupils' achievement and development (whole-child as well as academic).
- Ensure that a high-quality educational experience is available for all children and young people.
- Create a positive culture of challenge, support and high expectations.
- Ensure that effective and appropriate pastoral support is available to children in the schools.
- Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the curriculum and assessment.
- Develop an inclusive and supportive approach so that each school is a place where all young people and the wider school community feel welcome.

#### **Raising Aspiration, Achievement and Attainment**

- Ensure that the needs and aspirations of each child is addressed through personalised learning and mentoring.
- Ensure that robust assessment data analysis is used to set challenging targets.
- Challenge practice to ensure a stimulating learning environment.
- Ensure UST priorities and school priorities are consistently and effectively implemented, and the impact monitored.

#### **Developing Self and Working with Others**

- Treat everyone within each school fairly and equitably.
- Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance (in accordance with Trust Appraisal and Capability policies and procedures.)
- Ensure a high standard of professional development for all staff and for self.
- Work with all staff to build effective teams.
- Sustain their own enthusiasm and motivation and develop and sustain that of other staff.
- Motivate and enable all staff to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.

- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the schools, and the wider UST family.
- Develop the capacity (through coaching and other appropriate means) of educational leadership and management, particularly the SLT, comprising Headteacher/Head of School, Deputy Headteacher, and Assistant Headteacher.
- Consider the extent to which the Headteacher/Head of School's duties may be delegated to the Deputy Headteacher
- Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

### **Leading the Organisation**

- Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the schools and of UST.
- Lead by example, being personally visible and committed to all schools, whilst adopting a strong and flexible leadership style.
- Establish collaborative and open relationships with all stakeholders.
- Critically evaluate each school's performance.
- Ensure that communication channels exist enabling all staff to receive information they need in order to carry out their professional duties effectively.
- Ensure structures deliver pupil progression and high attainment and achievement.
- Oversee the implementation of all UST policies and procedures ensuring consistent application.
- Be the named contact for DfE/Ofsted Correspondence.

### **Managing the Organisation**

- Advise UST on the formulation of the annual budget in order that the school secures its objectives.
- Receive and approve the school budget in order to ensure that each school meets its objectives.
- Work with the Headteacher/Head of School to recruit and retain staff of the highest quality.
- Work with the Directors of Education to deploy all staff effectively in order to improve the quality of education provided.
- Ensure the regular monitoring of the budget for the school and the oversight of the use of resources.

- Ensure that the allocation and use of accommodation within the school provides a positive learning environment that promotes the highest achievement for all.
- Work with the Headteacher/Head of School to maximise the level of external funding that is attracted to support each school's development.

#### **Securing Accountability**

- Support each school to establish strong middle leadership roles within a distributed leadership structure.
- Secure robust school self-evaluation and quality assurance procedures.
- Establish mechanisms for reporting to each school Local Governing Body and all other stakeholders at agreed intervals.
- Ensure that each schools Headteacher/Head of School has in place for all staff clearly defined responsibilities and accountabilities.

#### **Supporting the Work of the Trust**

- Develop and maintain the ethos of UST in all the schools so that it is intrinsic and permeates all aspects of the schools' life and curriculum.
- Develop strong, positive relationships with colleagues in the Trust, and contribute to collaborative work across sponsored schools and support other staff in participating in Trust work.
- Participate in Trust wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the schools and the Trust in a local and national context.
- Provide advisory support to other schools outside the Trust's schools as required.

#### **Leading in the Community through Collaboration**

- Lead in developing community engagement, promoting a continuous culture of change and nurturing creativity for all.
- In conjunction with the Headteacher/Head of School at each school, create and maintain an effective partnership with parents/carers.
- Strengthen each school's positive image in the wider community.
- Develop each school's extended school provision.
- Actively support the diversity of each school's communities and students.

## JOB DESCRIPTION AGREEMENT

The post holder will be line managed and appraisal managed by: Trust Leader

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

\_\_\_\_\_ Signed by (Post holder)

\_\_\_\_\_ Signed by (Trust Leader)

# Person Specification

## Executive Headteacher

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Graduate with Qualified Teacher Status</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Serving or recent Headship experience (min 5 years)</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Achieved NPQH</li> </ul>		✓
<ul style="list-style-type: none"> <li>NLE/TSIO status</li> </ul>		✓

Key Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> <li>Proven ability to develop, communicate and successfully implement strategies</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to generate and deliver collective vision and shared purpose</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to create, build and retain effective staffing structures</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Sufficient numeracy skills to interpret statistical data, and manage budgets</li> </ul>	✓	
<ul style="list-style-type: none"> <li>An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent organisational skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Well-developed interpersonal and communication skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to lead an organisation successfully through a period of change</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Demonstrate a personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Demonstrate personal and professional integrity, including modelling values and vision</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commitment to promote and support the aims of the schools and of UST</li> </ul>	✓	
Knowledge and Experience	Essential	Desirable
<ul style="list-style-type: none"> <li>Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Demonstrate thorough understanding of curriculum development</li> </ul>	✓	

<ul style="list-style-type: none"> <li>• Experience of senior leadership and management at Headteacher/Head of School level</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Proven track record of managing more than one site and giving school to school support and improvement</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Proven experience of developing good working relationships with all stakeholders</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Proven track record of successful leadership and delivery of learning</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Proven track record of influencing the creation, direction and implementation of assessment and curriculum</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Evidence of collaborative and inspirational leadership skills</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Experience in the analysis of performance data for the purposes of target setting and evaluation</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Experience of success working across secondary and primary schools in a true cross phase model</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Experience of monitoring and improving the quality of teaching and learning</li> </ul>	✓	

<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Commitment to the aims of the schools working together as a Trust</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Self-motivated with drive, initiative and high degree of pro-activity</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Sense of humour and equable temperament</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Commitment to working as a positive and constructive team member</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Commitment to Equal Opportunities</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Confidentiality and diplomacy</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Strategic and analytical thinking</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Organisation wide holistic approach</li> </ul>	✓	