

## About the SLF

The South Lakes Federation is a high performing partnership of secondary schools, Kendal College and the University of Cumbria. Through working together and by pooling our collective expertise and resources we are better able to meet the individual needs of all young people across the area.

We have a strong tradition of providing an excellent educational experience in each school, committed to the highest standards and the development of individual skills and talents. The outstanding quality of education, the opportunities for young people and the commitment to teacher education across the partnership has led to the South Lakes Federation becoming one of the most highly regarded federations in the country.

By working together we will enhance the educational experience of young people in the South Lakes and increase their achievements.

## Our Aims

- improve the experience and outcomes of all learners in South Lakes schools and the college
- improve the experience and effectiveness of all staff leading and supporting learning
- build a climate of trust and cooperation within which the quality of education can be enhanced

**For more information about the SLF, [click here to visit our website.](#)**





# Executive Officer

Role	South Lakes Federation (SLF) Strategic Lead
Contract	Part Time 0.5
Salary	L16-18
Length	Temporary – one year initially

We are seeking to appoint an Executive officer. The precise job role and scope of that role will depend on the skills and expertise of the successful applicant but in the first instance it would involve the administration, management and leadership of the federation as well as strategic leadership of the inclusion strand, and support for our school improvement work.

We are looking for a colleague who:

- has had at least 5 years' experience of leadership in a secondary school
- has led and managed successful school improvement initiatives
- has experience of budget management and budget planning
- has strong interpersonal and communication skills
- is committed to the concept of inclusivity, student welfare and guidance.

## Job Description

The job description will be negotiated and developed to take account of the nature of the contract and the strengths and expertise of the successful applicant.

### Principal Duties

- Support the SLF Executive board and governors in their strategic leadership of the SLF
- Develop a three-year strategic vision, working with the Board to develop, implement, monitor and evaluate a SLF / Action Plan.
- Promote the collaborative culture and ethos of the SLF
- Work alongside other contracted colleagues, line manage and support them in their roles
- Work with the Executive Board and all committees to develop working practice, and deliver on the vision and priorities of the SLF

### Key Tasks

- Leadership and management of the process of accountability and supported school self- evaluation
- Ensuring 'Ofsted readiness' for schools and provide support during inspections
- Work with SLEs and others (within SLF and via external / consultants) to broker, co-ordinate, monitor and evaluate school to school support

- Source appropriate, current practitioners to support trio reviews to be valid, reliable and up to date with current inspection thinking
- Keep records and feed back to schools and Executive Committee as required to monitor and evaluate the work of the SLF.
- Reporting to the Executive, Board and Members' Groups on SLF activity and impact
- Leadership of Strategic Group meetings (T&L, subject networks, Inclusion Advocates group, DSL group, data, curriculum, PD, PP/disadvantaged students)
- Source and write applications for external funding to support further our ongoing work
- Supporting senior staff appointment processes in our schools and supporting the induction of new leaders to the Federation
- Brokering/organising and/or providing Governor Training
- Liaison with external organisations including the Local Authority
- Recommend sustainable staffing models to the Board to ensure that the organisation functions within budget

### **Line Management**

- The role is accountable to the Chair of the Executive Board of the SLF and responsible for the line management of SLE

### **Communication**

- Be committed to ensuring rapid and timely communication with members.
- Be articulate in a range of written and oral forms.
- Respond in a timely manner to members queries.

### **Finance**

- Work alongside the Administration and Finance Officer to ensure, collection systems for annual subscriptions are robust.
- Work with Administration & Finance Officer on annual accounts including meetings with accountants and ensure that regular half termly monitoring of accounts takes place and is reported to Exec.
- Seek opportunities to further the future financial sustainability of the SLF.

### **Representation**

- Attend additional meetings, as required, to represent SLF headteachers.
- Maintain a professional working relationship with other secondary and primary headteachers

### **Review**

This job description and person specification may be reviewed from time to time with the Executive Board. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task will not necessarily be identified.

### **Contact**

Please contact Hazel Plant if you would like to arrange an informal discussion about the post with one of the Headteachers in the Federation. [hazel.plant@slf.org.uk](mailto:hazel.plant@slf.org.uk)

