



Job Description / Person Specification
Executive Director, Portfolio – Learning & Impact

1. Job Details

Job Title:	Executive Director, Portfolio – Learning & Impact
Pay Grade / Scale / Range:	Leadership L23 - L27
Working hours:	Based on School Teachers Terms and Conditions (32.5 hours per week) plus such reasonable additional time as is expected of a leadership role.
Benefits & Perks:	Healthcare scheme, TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme
Location:	You will be expected to work across all sites within the New Bridge group.
Staff responsible to:	Chief Executive Officer
Staff responsible for:	Executive Advisers
Accountable to:	Trustees
Probationary period:	Not applicable

Our organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and post holders to share this commitment. An enhanced DBS certificate is required for this post.

2. Overall Purpose of the Role

- 2.1. To fully promote the values and ethos of the trust.
- 2.2. To act as an ambassador of the trust.
- 2.3. To support all organisations within the trust with collective responsibility with executive control.
- 2.4. To act as a trust partner as required following identification through invitational meetings and the ADDO.
- 2.5. To support the implementation, evaluation and development of the trust's action plan.
- 2.6. To be responsible for the specialist portfolio attached to the role of executive director.
- 2.7. To access and use relevant and agreed data to inform advice and judgements.
- 2.8. To contribute and take part in research.
- 2.9. To actively support colleagues within the team.
- 2.10. To proactively secure external relationships at a local, regional national and international level.

3. General Tasks

- 3.1. To work across the trust and associated organisations as required.



- 3.2. To understand the importance of inclusion, equality and diversity, both when working with students and with colleagues, and to promote equal opportunities for all.
- 3.3. To understand what staff wellbeing is and be committed to it by providing necessary resources fully supporting the implementation of identified solutions
- 3.4. To implement and uphold the policies, procedures and codes of practice of the trust, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
- 3.5. To take a proactive approach to health and safety, working with others in the trust to minimise and mitigate potential hazards and risk..
- 3.6. To participate and engage with workplace learning and development opportunities, subject to the trust's training plan, working to continually improve own performance and that of the team / trust.
- 3.7. To participate and lead as a member of the executive team within designated internal and external meetings as required.
- 3.8. To fully support the chief executive officer, executive directors and senior leaders in the discharge of their duties by ensuring maximum efficiency in all aspects of delegated authority.
- 3.9. To play a leading role in developing the aims of the trust.
- 3.10. To support, maintain and promote good and outstanding schools.
- 3.11. To be responsible for own time management ensuring all duties and responsibilities are carried out across the trust.
- 3.12. To ensure that documentation is fit for purpose, high quality and fully compliant with GDPR protocols.
- 3.13. To lead on areas within the trust's action plan priorities and to update progress regularly.
- 3.14. To ensure that national guidance is adhered to and communicated effectively across the trust.
- 3.15. To ensure that personal, relevant, professional development, research and training is undertaken, ensuring that knowledge and skills are regularly updated.
- 3.16. To undertake any other required additional duties commensurate with the grade of the post.

4. Key Tasks

- 4.1. To support the curriculum entitlement across the MAT
- 4.2. Working with the Executive Advisers to have strategic responsibility for the development of educational projects e.g. the destinations matrix, the progress dashboard, the iPad 1:1 project and Apple distinguished status, the Advanced Skills Practitioner programme
- 4.3. To overview and ensure all external accreditation across the MAT is consistent and fit for purpose
- 4.4. To source and implement brokered support to each designed school via either the central team or via external services
- 4.5. To advise and support timetabling as required with key senior colleagues at each designated school
- 4.6. To be involved in the development of the Free School programme (initially in Rochdale) - this may lead into the supporting other schools etc.



- 4.7. Work alongside training and development, teaching schools to design, develop and source training to meet the needs identified within the ADDO and school developments.
- 4.8. Work with Advisers or HOS/DHOS (if no advisor) to support the review and develop of the curriculum as needed
- 4.9. Advise HOS/DHOS on the staffing solutions in order to deliver the curriculum
- 4.10. Present information to Trustees and external agencies
- 4.11. To co-ordinate whole MAT moderation exercises for external accreditation
- 4.12. Work strategically in the development or audits of new schools joining the MAT
- 4.13. To support quality assurance processes across the Trust
- 4.14. To support Ofsted inspections
- 4.15. To review the accreditation offer for all learners annually



Person Specification		
Selection Criteria (Essential unless stated)		Assessed By
Education, Qualifications & Training		
1.	Qualified teacher status	Application form
2.	Degree	Application form
3.	NPQH (desirable)	Application form
Experience		
1.	Experience of successful curriculum leadership and management in a school catering for young people with additional needs.	Application form / selection
2.	Experience of delivering outstanding teaching	Application form / selection
3.	Experience of monitoring and evaluating progress for a diverse range of learners	Application form / selection
4.	Experience of leading effective accreditation appropriate to student need	Application form / selection
5.	Experience of being part of an external range of networks and peer review processes	Application form / selection
6.	Experience of senior leadership within an Ofsted framework	Application form / selection
7.	Experience of curriculum-based staff development	Application form / selection
8.	Experience of school self-evaluation and curriculum development planning	Application form / selection
9.	Experience of successful line management and staff development	Application form / selection
10.	Experience of securing outstanding outcomes for all children and young people	Application form / selection
Skills and Ability		
1.	Data analysis skills, and the ability to use data to set targets and identify weaknesses	Application form / selection



2.	Able to get the best outcomes for all pupils and promote the ethos and values of the trust	Application form / selection
3.	Outstanding communication and interpersonal skills	Application form / selection
4.	Able to build effective working relationships	Application form / selection
6.	Able to work under pressure and prioritise effectively	Application form / selection
7.	Able to plan strategically and engage in innovative practice	Application form / selection
Knowledge & Understanding		
1.	Clear understanding of the SEN code of practice and the implications for a special school context	Application form / selection
2.	Understanding of high-quality teaching based on evidence and the ability to model this for others and support others to improve	Application form / selection
3.	Understanding of curriculum organisation and development for children/students with complex needs	Application form / selection
4.	Insight into additional needs of SEMH students (desirable)	Application form / selection
5.	Extensive knowledge of KCSIE	Application form / selection
Work Circumstances		
1.	To work additional hours as and when required in accordance with the seniority of the role	Application form / selection
2.	Use of own transport to travel to all settings with the New Bridge MAT as required.	Application form / selection

