



Executive Director of Education (Secondary) Candidate Information Pack



Letter from CEO

Dear Applicant,

This is an exciting opportunity to join our trust at a time when we are making considerable investment in achieving 'excellence' in all we do. We truly believe 'excellence' is not just a noun but a habit and we are embedding this in our cultural development.

We have ambitious plans for our trust. We are aspiring to 'Make Remarkable Change Happen' in the next few years and have set out:

- Through geographical hubs of like-minded schools a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.
- To achieve the highest standards of education in its primary, secondary and special schools.
- All trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.

So, if you are interested in joining our team of incredible colleagues in networks across our schools and trust, who are passionate about their work and the next part of our journey, I would welcome you to contact me on tcoulson@unitysp.co.uk or calling 07388 949917, to arrange an informal discussion.

I look forward to hearing from you.

Best wishes

Tim Coulson

Chief Executive, Unity Schools Partnership



*“Making remarkable
change happen”*

We are Unity



*– Characterised by ethical leadership and ambition
for improvement at pace –*

Unity Schools Partnership is a family of secondary, primary and special schools located predominantly in Suffolk, but also on the Essex and Cambridgeshire borders as well as Romford in East London.

We share the same values and face similar issues, while providing a close network of support and challenge.

We recognise the unique characteristics of each of the communities we work in and how they are reflected in distinctive school cultures.

We are committed to a partnership that respects, sustains and supports.

We encourage cultural diversity, celebrate the special qualities of each of our schools and recognise that communities must develop and grow to become sustainable.

Our model is about creating interdependence – schools that are more self-sustaining than stand-alone academies, less dependent than local authority schools and more independent than schools in corporate chains.

We all subscribe to a set of shared values, principles and operational processes that ensure quality education for all our young people. Our central belief is that every young life is special – open to possibility, gifted with the potential to change the world for the better. Our ambition is to unlock the potential of all children, remove the barriers that limit aspiration and ensure that all our children succeed.

We will work with schools that can subscribe to these values and who are prepared to take responsibility and share resources with others. This approach is already improving the life chances of pupils in primary, special and secondary schools throughout the trust.

We are Unity



Our Values

The trust expects its work to be characterised by:



Our Priorities

We believe that children's potential should not be limited – no matter what their starting point and barriers to learning. We encourage pupils to strive constantly to gain independent learning skills and have the courage to take risks and develop personal responsibility in order to make a successful transition to adulthood.

The collaboration amongst our family of schools, the Central Team structure and our expert advisers helps our teachers and schools to 'smash through barriers'. To this end, our focus is on school improvement for all pupils, with specific support for pupils with SEND and pupils from disadvantaged backgrounds. Please use the links below to find out more about SEND, Pupil Premium and Schools Support and Improvement.

Please visit unitysp.co.uk



Structure of the Trust

Leadership

Trustees

We have a talented group of trustees representing a variety of sectors who steer our vision and direction with thought, business acumen and a commitment to the Trust's core values.

Our Local Governing Bodies

Governors focus on the quality of education and the curriculum to ensure that every child is receiving a broad and balanced education, improving outcomes for all pupils, and wider community engagement.

Executive Team



Tim Coulson
CEO



Sarah Garner
Deputy CEO &
Director of Finance / HR



Rosemary Prince
Director of
Secondary
Education



Darren
Woodward
Director of
Primary
Education



Stephen Astley
Director of
Primary
Education



Toni Kittle
Director of
Primary
Education



Lucie Calow
Director of SEND



Andy Samways
Director of
Research School




Debbie Willson
Director of
Operations

School Improvement Education Leads and Advisors

We have a high-quality group of school improvement leads and advisors who deliver our package of school improvement support for schools including primary and secondary specialists, SEN advisor, pupil premium advisor and Data Manager. Our advisors work closely with our school and trust leaders in partnership throughout the year.

Headteachers

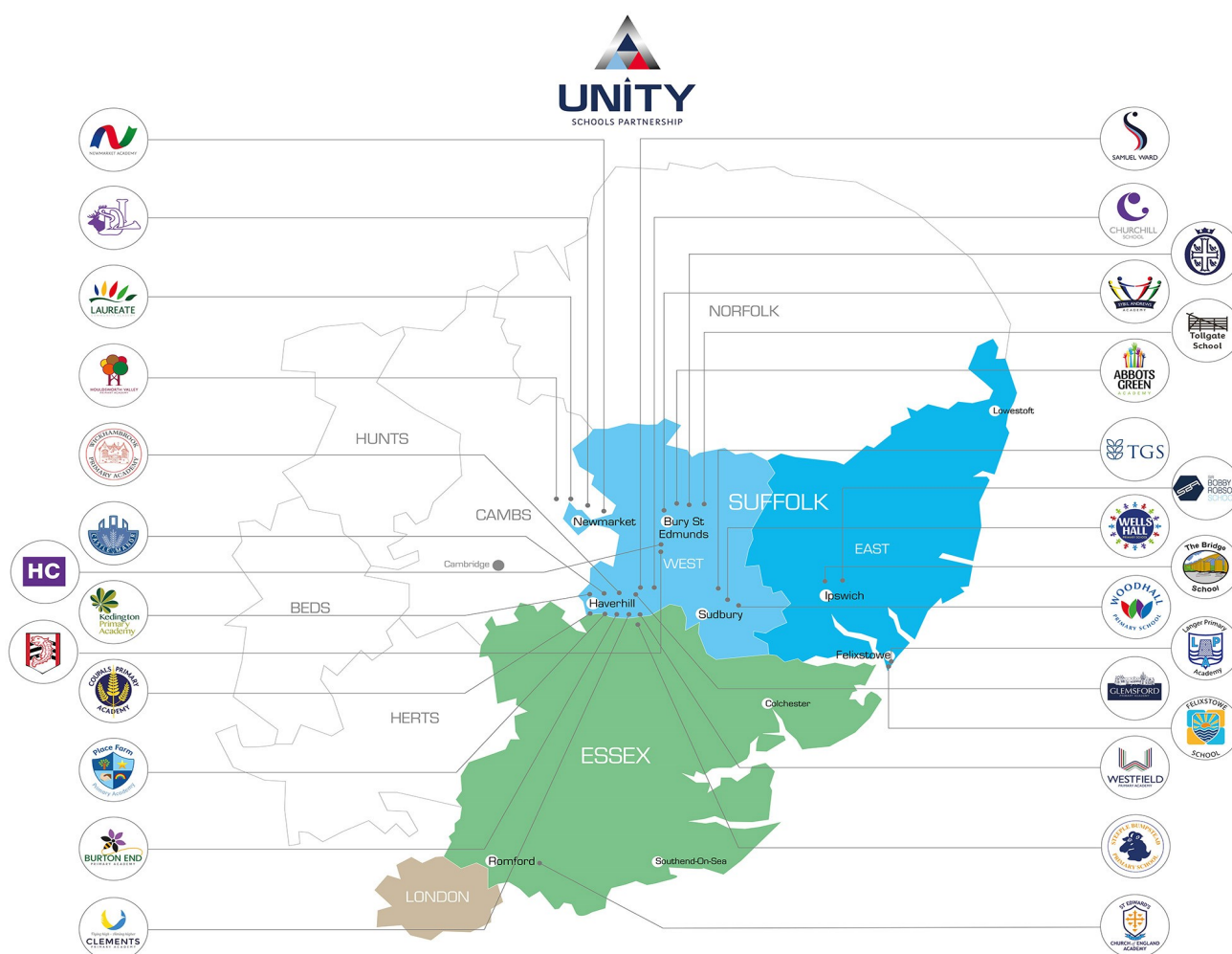
Our Headteachers are a crucial part of our School Improvement Team. There is a significant amount of school to school partnership work that has great impact across our schools from across school leadership models and moderation. Schools find the advantages of working with a supportive peer group of successful heads a valuable asset of being part of our trust. Heads share expertise and support colleagues, which we value greatly.



Probably the best CPD day I
have had because I was able
to tailor it to my needs.

- JAN 2020 WHOLE TRUST PD DAY FEEDBACK -

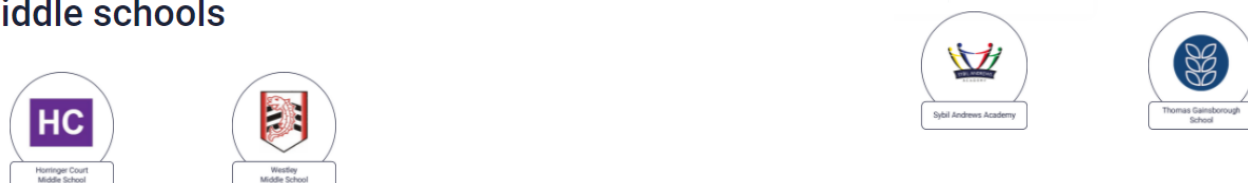
Our Schools



Secondary schools



Middle schools



We, at Unity Schools Partnership, are proud of our five sixth forms located in Bury St Edmunds, Haverhill, Great Cornard (Sudbury), Felixstowe and Romford.

Each has their own unique identity and takes pride in ensuring the highest level of achievement for their students.

Please visit unitysp.co.uk/our-schools/

Our Secondary Schools

School	Roll	Location	%PP	Headteacher	OFSTED
Bury St Edmunds County Upper	918	Bury St Edmunds	13	Nick Froy (Executive HT)	Inadequate (Jan 19***)
Castle Manor	676	Haverhill	31	Vanessa Whitcombe	Good (May 19)
Felixstowe	1159	Felixstowe	30	Emma Wilson-Downes	Inadequate (Nov 17***)
Newmarket	773	Newmarket	26	Nick Froy (Executive HT)	Good (May 17)
Samuel Ward	1245	Haverhill	21	Andy Hunter	Requires improvement (Mar 19)
St Edward's Church of England	640	Romford	30	Jodie Hassan	Due soon**
Sybil Andrews	655	Bury St Edmunds	19	Trenica King	Requires improvement (May 19)
Thomas Gainsborough	1575	Sudbury	19	Helen Yapp	Good (Nov 17)

Our Middle Schools

School	Roll	Location	%PP	Headteacher	OFSTED
Horringer Court	326	Bury St Edmunds	19	Steven Palmer	Good (Mar 20)
Westley	469	Bury St Edmunds	21	Ben Jeffery	Good (Dec 16)

*Ofsted have not yet visited since conversion to academy.

**Not yet inspected since joined the trust.

***Prior to joining the trust.

Curriculum and Pedagogy

We aim for the best practice anywhere in the country led by successful implementation across the trust.

Working together, Trust Leadership, Headteachers and the Central Team support each school in the development of their curriculum.

We ensure all students, regardless of background, needs and abilities, have access to the same opportunities.

At the core of our curriculum is a belief that the English Baccalaureate (English, Maths, Science, History or Geography and a language) provides the best range of experiences for the majority of learners, and that achieving well in these subjects will enable them to access more skilled employment and further education.

Therefore, our schools encourage a high level of participation in EBacc subjects, as this ensures that students keep their options open for the next steps of their education and have a solid foundation of academic knowledge for a life-long love of learning.

Under the direction of our Secondary Director, our trust subject leaders support core subject to lead on the design of curriculum provision and resources for English, Maths and Science across Key Stage 3, Key Stage 4 and Key Stage 5. This includes the monitoring, evaluation and review of standards and provision within departments across each of our eight secondary and two middle schools.

The subject leaders support schools to improve teaching and learning and the academic success of all pupils, ensuring the highest standards of teaching, learning and achievement for all our students.

Our secondary school improvement team are supporting our schools to drive forward and ensure parity across our academies.



JOB DESCRIPTION

ROLE TITLE	Executive Director of Education (Secondary)
CONTRACTED HOURS	Full time / year-round
LOCATION	Haverhill, Central Trust Team Schools across Cambridge, Essex and Suffolk
GRADE / SCALE POINT – SALARY	L37- L43 (up to £125,000 pa for exceptional candidate)
TERMS AND CONDITIONS	Headteachers
REPORTING TO	Chief Executive
RESPONSIBLE FOR	Headteachers at allocated schools and relevant central team staff

INTRODUCTION

The ambition of Unity Schools Partnership is to achieve a step change in the quality of education provided by 30 primary, secondary and special schools. The trust's ambition is that its schools are achieving top quartile performance by 2023.

The step change is rooted in:

- a common vision of excellence
- a high-quality model of how excellence is achieved
- geographical hubs of schools in close proximity which understand their specific communities and serve them with distinction.

The trust expects its work to be characterised by:

- ethical leadership
- an ambition for improvement at pace
- the expectation that remarkable improvements can be achieved.

The trust expects that:

- every child in its schools is known, valued and supported to succeed
- agreed minimum expectations of practice in schools are based on robust evidence and evaluation
- the trust is known for its commitment to and success with vulnerable pupils and those with special educational needs.

JOB PURPOSE

- Lead improvement to excellence across the trust's secondary schools so that schools are achieving top quartile performance by 2023.
- Develop the trust's local, regional and national profile.
- Champion high quality professional development as a distinctive feature of the trust.

- Promote and implement the vision of the trust to achieve a step change through:
 - a common vision of excellence
 - a high quality model of how excellence is achieved
 - geographical hubs of schools in close proximity which understand their specific communities and serve them with distinction.
- Inspire and enable leadership characterised by ethical leadership, an ambition for improvement at pace and the expectation that remarkable improvements can be achieved.
- Inspire and enable leaders to develop high quality education where every child in its schools is known, valued and supported to succeed, agreed minimum expectations of practice in schools are based on robust evidence and evaluation and the trust is known for its commitment to and success with vulnerable pupils and those with special educational needs.
- Line manage headteachers and other relevant central team staff to facilitate an inclusive culture within the trust and promote excellence in recruitment, training and performance.

Key Responsibilities

Education/School Improvement

1. Support the CEO in setting the vision and purpose of the organisation. They ensure that the organisation reflects and lives the ethos and values set by the Board of Trustees and delivers the strategic goals set by the Board.
2. Work with the CEO, Board of Directors, Regional Boards, Local Governing Bodies and staff to deliver the Trust's vision, aims and objectives through inspirational and motivational leadership, clear strategic direction, demanding and measurable targets and supporting development plans.
3. Work in close partnership with the Chief Executive, Chair and the Board and develop a relationship based on openness, transparency and absolute integrity.
4. Alongside the CEO, ensure that Trustees have access to all relevant education data, information and options to support their decision-making.
5. Act in compliance with the Board's scheme of executive delegation.
6. Ensure that all tiers of governance, defined in the Trust's scheme of governance, are appropriately supported to provide effective governance of the Trust's education performance, including empowering governing bodies to provide leverage for improvement.
7. Ensure that systems and reporting structures are in place so that the Board are able to effectively, appropriately and proportionately govern the strategic and operational education risks of the Trust.
8. Lead improvements across trust secondary schools so that educational performance is top quartile by 2023. Work with senior management teams at all levels to challenge, motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of pupils and which meet the demands of the wider communities served.

9. Advise the CEO and trust board on developing the trust's strategy for secondary school improvement. Support and secure delivery of excellent teaching and learning throughout all academies within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement.
10. Inspire leaders to achieve remarkable education.
11. Ensure that the Trust's activities remain consistent with the charitable objects of the Trust and supports the CEO to ensure governance is compliant with the spirit and letter of the Trust's Articles of Association and charity and company law more generally.
12. Remain abreast of educational developments impacting on Unity Schools Partnership and its academies, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment that is responsive to change.
13. Work closely with the CEO, Deputy CEO and Director of Finance and HR, and the rest of the Executive Team, to ensure the responsible and sustainable management of financial and capital resources of the Trust.
14. Operate within the financial limits that have been approved. They will always act financially responsibly and consistent with the principles of good public financial management and charity financial management.
15. Ensure that the staff performance management scheme is applied consistently across the academies.
16. Contribute to the Trust's quality assurance framework assessment of the effectiveness of the Trust's education functions and its use to inform priorities for development planning.
17. Contribute to ensuring that the Trust has robust policies, procedures and systems for the collection, analysis and interrogation of education performance data at the level of the pupil, class, year group, academy, region and Trust.
18. Ensure that education performance data informs priorities for action at all levels of the Trust.
19. Alongside the CEO, ensure that systems ensure that each academy's performance assessment is robustly moderated and verified to maintain an accurate and up-to-date assessment of each school's educational strengths and weaknesses.
20. Reflect the values of the Trust in their behaviours and working with external partners and the media.
21. Contribute to the Trust having influence in wider education policy formulation.
22. Contribute to the Trust's media relationships are managed to be consistent with our charitable objects and the Trust's ethos and values.
23. Ensure that at all levels and in all of its functions the Trust's primary focus will be on securing a positive learning experience for every young person in each of our academies.

Addendum for exceptional candidates - Deputy CEO responsibility:

24. The Deputy CEO is a member of the Trust's Executive Leadership Team. They are required to deputise for the CEO's functions and if necessary take decisions and actions collectively with other members of the Executive Team. In the absence of the CEO the post holder acts as the Accounting Officer with responsibility for ensuring that the Multi Academy Trust always acts in compliance with Education Skills and Funding Agency regulations and the Trust's Funding Agreement with the Secretary of State. The Deputy CEO is accountable to the CEO. However, under circumstances where the Board determines that the CEO is not able to perform their duties, the Deputy CEO will report directly to the Chair (acting on behalf of the Board of Trustees).
25. The Deputy CEO, in partnership with the CEO, provides an outward face of the Trust and is responsible for promoting an external world view of the Trust that reflects our charitable objects, our values and secures our positive reputation.
26. The Deputy CEO, working closely with the Chief Executive, will be part of the outward face of the Trust. They will establish and develop external relationships that contribute to the realisation of our charitable objects.

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the Trust's and the School's Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Trust Board or CEO which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<p>Educated to degree level, with evidence of continuing professional development.</p> <p>Qualified teacher status.</p>	<p>NPQH.</p> <p>Relevant postgraduate qualification.</p> <p>Further relevant professional studies.</p>
Knowledge	<p>An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda.</p> <p>Knowledge of key strategies for raising students' achievement and advancing effective teaching and learning, set within the communities served by Unity Schools partnership.</p> <p>Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements.</p> <p>Knowledge of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children.</p>	<p>Project management techniques including budget and resource management.</p>
Experience	<p>Successful career experience, a proven track record as a headteacher, and knowledge of outstanding secondary school practice.</p> <p>Strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, ideally with regard to a multi-site organisation.</p> <p>Proven success in building effective partnerships and links including with central government, schools, local authorities, to maximise networks and opportunities.</p> <p>Experience of working effectively with a Board/Governing body to create a vision and form the direction for an organisation.</p> <p>Successful experience of promoting inclusion, equality and diversity.</p>	<p>Experience of leading outstanding secondary school practice.</p> <p>Experience of leading/managing complex/multiple organisations or trusts and sites.</p> <p>Experience of dealing with government officials and policy makers.</p> <p>Experience in/work with industry/business.</p> <p>Experience of school inspection or school to school support.</p> <p>Experience of designing leadership and management structures in education settings.</p> <p>Evidence of successful management of change.</p>

PERSON SPECIFICATION *continued*

<p>Skills and Aptitudes</p>	<p>An inspirational leader.</p> <p>A strategic thinker who can work with the schools, trust leaders and the board.</p> <p>Committed to ethical leadership: to the highest standards in all areas of school life, including behaviour, academic, and enrichment.</p> <p>Well-developed presentation and writing skills, and comfortable with public speaking.</p> <p>Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust.</p> <p>Effective leader who can build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential.</p> <p>Have a high level of Emotional Intelligence and use it.</p>	<p>Demonstrate political acumen.</p> <p>Capitalise on appropriate sources of external support and expertise.</p> <p>Manage industrial relations.</p> <p>Negotiate and manage conflict, providing appropriate support.</p>
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How to apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact Dr Tim Coulson on tcoulson@unitysp.co.uk or calling 07388 949917.

In addition, as part of the application process you will need to provide a supporting statement, setting out your vision, relevant experience, skills and competencies for the role of Executive Director of Education (Secondary) at Unity Schools Partnership.

Please visit unitysp-careers.co.uk to apply

Closing Date: 9.00 am, Tuesday 25 May 2021

Interview: Thursday 27 May 2021