



Job Description

JOB TITLE	Regional Director of Education
JOB FAMILY	Executive Team
SALARY GRADE	Executive Pay Group 2
REPORTING TO	CEO
RESPONSIBLE FOR	Heads/Principals in Region

Job Purpose

To lead the academy Heads/Principals within their hub to be sustainably successful over time. They will provide high level strategic leadership and management across aspects of the Trust's activities agreed with the CEO. They will ensure that their Hub Schools provide high quality education for all their pupils through the effective and efficient use of resources and people. They will aspire to system leadership and will represent the Trust with a range of relevant stakeholders and partners.

Duties and Responsibilities

MAIN RESPONSIBILITIES AND CORE DUTIES:

1. Setting and delivering targets that support the trusts total education strategy and school improvement strategies

- Quality assure target setting of educational outcomes to achieve a culture of high aspirations and achievement
- Work with the Headteacher to ensure effective use of data to monitor and raise standards for all pupils
- To visit the academies on a regular basis, monitoring and evaluating performance, providing support and challenge
- Ensure trust wide strategies for developing or improving education are implemented effectively in schools by Headteachers
- Work with the Headteacher to develop and refine efficient and informative reporting of schools' performance, appropriate for the different audiences which require information

2. Planning and delivering strategic change effectively

- Adhere to the Trust model of planning change to create a strategy to support the adoption of changes required by a project or initiative
- Utilise a full range of tools to support and engage senior leaders so that change leadership is effective and a maximum number of relevant stakeholders adopt the change



- Support the design, development, delivery and management of communications
- Define and measure success of any change led
- Work as team player, working collaboratively with and through others
- Remain resilient and tenacious, tracking and dealing with issues and managing risk

3. Operational leadership including accountability for Health and Safety and budget performance

- Work with the Head of Business and Operations (HBO) to maintain control and oversight of the financial performance of the Hub and its academies, developing a five year budget that ensures the Hub lives within its means
- Lead strategic workforce planning with Headteachers in Hub academies and the HBO that enables schools to meet their objectives with the financial resources available
- Ensure Health and Safety policies and procedures are adhered to within the Hub through monitoring and update meetings with HBO, HTs and Facilities Team as necessary
- Ensure a positive working relationship with the Hub HBO to remain informed of business operations performance and agree action plans to improve or develop these where necessary
- Ensure schools follow all relevant compliance legislation, working with their HBO and the Governance and Compliance team to monitor and control this
- Work with senior leaders at schools and Trust to create a premises and technology development plan that creates high quality facilities for the schools and meets the needs of any future requirements
- Work with senior leaders to develop a marketing strategy that positively promotes the Hub and its schools and improves the reputation of the Hub and TSAT

4. Holding to account Heads and Principals including providing leadership in their absence

- Line management of Heads and Principals, supporting them with strategic decisions
- Support Heads and Principals on their Professional Growth journeys
- Provide support and challenge for Heads with their heat maps
- Carry out a DOE QA as needed
- Arrange External and Internal QA of the school
- Ensure capacity is built within the school for the school to run effectively if the Head or Principal is on long term absence
- QA the SEF and SIP, and outline improvements that could be made
- QA AAB reports and support and challenge accordingly
- Challenge Heads around the strengths and weaknesses of their school to prepare them for OFSTED visits

5. Wider trust involvement including supporting the Accounting Officer and other Executive members

- To lead on whole Trust initiatives and projects as agreed with the CEO.
- Will use Trust systems and structures to lead and manage organisational change.



- Engage with a wide range of stakeholders to secure Trust wide change.
- Engage positively with other change projects being developed in our Trust to support their development and implementation in their Hub schools.
- As a system leader they will represent the Trust with a range of relevant stakeholders and partners.

6. Ensuring governance arrangements are effective and risk management is embedded within all layers of leadership

- To act as the lead officer for the Regional Governing body in the hub meeting regularly with the Chair of the RGB
- To review the risk register regularly with the HBO and ensure that Heads are actively discussing risk within their leadership teams and considering risk as part of their decision-making process
- To provide the RGB a regular update on risk management strategies and highlight any issues that could have a high impact on the schools within the Hub
- To work with the Head of Governance to ensure that all Governors meet the skills required and are engaging effectively
- Support the Heads to act as the lead officers for their own AABs

7. Leading in the community through collaboration and wider stakeholder engagement

- Support Headteachers and Principals to lead community schools that offer place-based learning opportunities as an element of their educational offer
- Develop productive relationships with relevant community partners that support and enhance the strategic aims of the Trust
- Seek opportunities for students to engage in community events that benefit their academic and personal development
- Represent the Trust in appropriate local academic collaboration groups and forums

8. Developing Self and Working with Others

- 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
- Treat everyone within each Academy fairly and equitably ensuring a high standard of professional development for all staff and for self
- Keep abreast of educational developments and best management practice to introduce appropriate innovation.
- Develop a culture of personal responsibility that recognises both excellence and supports appropriate strategies to deal with under performance
- Develop and maintain respect across all stakeholders, inspiring individuals to contribute positively to shared ideas and plans for the academies
- Develop the capacity, through coaching and other appropriate means, of educational leadership and management, particularly the SLT



- Work closely with Headteachers and Heads of School within each Academy to build effective and motivated teams.

Ethics and Professional Conduct:

As leaders within an educational charity, Directors of Education are expected to demonstrate consistently high standards of principled and professional conduct. Directors of Education should always uphold and demonstrate The Principles of Public Life (The Nolan Principles). Directors of Education should serve in the best interests of the Trust's pupils, conducting themselves in a manner compatible with their influential position in society.

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity



The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at the Chatham TSAT Hub . However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Regional Director of Education:

Name:

Signed:

Date:



THINKING SCHOOLS
ACADEMY TRUST

TRANSFORMING LIFE CHANCES