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**SAPIENTIA EDUCATION TRUST**

**CANDIDATE RECRUITMENT PACK**

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**DIRECTOR OF PRIMARY STANDARDS**

**STARTING SEPTEMBER 2019**

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Dear Candidate,

Thank you for your interest in the position of Director of Primary Standards. This is a tremendous opportunity for the successful candidate to act as our strategic primary lead in a growing and highly-regarded MAT.

SET was established in 2016 by Wymondham College and has grown quickly to 12 schools, with two more Primary schools in pre-opening. Our Trust currently consists of 4 secondary and 8 primary phase schools educating 3800 students. We also run a national teaching school – The Sapientia Teaching School Alliance.

The role has arisen as our first Primary Director has been appointed as the founding Headteacher of White House Farm Primary School, which we will open in September 2019.

Our track record is already impressive. In Summer 2018 Wymondham College was the highest performing 6th form in the region; Stradbroke High School the second highest performing school in Suffolk at GCSE; and Seething and Mundham Primary School the highest performing primary school in Norfolk at KS2. Our secondary schools are all high performing; our primary schools have a more mixed profile, but are rapidly improving. Last summer KS2 combined outcomes increased by eight percentage points.

A key part of our primary work has been to invest in strategies to improve teaching and learning. We have invested in Talk4Writing, supported by a lead school in Birmingham, and Maths Mastery using PowerMaths. We have established subject leader networks and invested heavily in professional learning. This work was explicitly recognised by Ofsted in their recent inspection of Old Buckenham Primary School. Ofsted stated ‘The school benefits well from the support of the trust, which provides resources, specialist teachers and effective training programmes for staff. .. The Director of Primary has helped ensure that the quality of teaching has improved.’

Our Primary schools consist of a number of quite different schools. Several are very small village schools, serving rural communities, others serve larger areas with the largest school – Ghost Hill – serving 250 nursery and infant Children. Our two new free schools will grow to educate 420 and 452 pupils. Our schools are individual and whist we share strategies to raise standards, it is important to us that they maintain their uniqueness.

I am open to the type of background the successful candidate comes from. They will be able to demonstrate a thorough understanding of school improvement issues, with a track-record of successful school leadership, as either a Headteacher or Deputy of a large school. They will understand the complexities of improving standards and have a strong commitment to staff development. Many of our schools are currently ‘good’ and clear ideas of how to move ‘good’ schools to become ‘outstanding’ is crucial, whilst also maintaining the drive to ensure that all of our schools are, at least, ‘good.’

We have a strong, established central team that provides education, HR, estates, finance, governance and health and safety support to our schools. Our education team are hands on and expected to spend a large proportion of their time in our schools and the successful candidate will form part of our trust central leadership team. We will offer opportunities to be involved in strategic decisions about the future of the trust, extensive networking opportunities, involvement with a range of partners and will invest in your own professional development.

Our office is 20 minutes outside Norwich and our schools all within a 45 minutes drive. The area is fantastic to live in and Norwich is a vibrant city and Cambridge is within an hour. The beautiful Norfolk and Suffolk coasts are also within an hours drive and roads are uncongested, people friendly and we get the least rain of anywhere in country! Schools in the area are genuinely of high quality and house prices affordable. Several of our central education team relocated to the area (including myself!) and we are more than happy to discuss the benefits of doing so with you.

I am happy to discuss the role with you informally, please contact Catriona Mitchell, my Executive Assistant, on 01953 609001 if this would be helpful.

I hope this role excites you, if it does please apply!

Best wishes



Jonathan Taylor

**CEO**

**Sapientia Education Trust**

Sapientia Education Trust was established by Wymondham College in 2016 with the purpose of bringing like-minded schools together to work in partnership to deliver the highest standards of education to young people in Norfolk and Suffolk. The term ‘Sapientia’ comes from the motto of Wymondham College and means wisdom. Our vision is to provide a world class education locally.

We are committed to delivering high academic standards in our schools, combined with a view of education that is child-centred and holistic. Our schools have a strong commitment to personal development and extra-curricular activities are strongly promoted.

Our work is cross phase and involves a strong commitment to staff development and ongoing professional learning for all staff in our schools. We believe that collaboration and partnership work helps raise standards and we work with a range of schools within and beyond the Trust.

The Trust provides a range of services to support our schools. This includes established HR, Finance, Health and Safety and Estate teams. In addition, we have a central education team providing specialist support to help raise standards further.

Our philosophy is to work to support school leaders, so that more of their time can be spent on the core business of delivering a world class education, locally.

We also run the Sapientia Teaching School Alliance.

**Our member Schools:**

Framingham Earl High School Burston Primary School  
Old Buckenham High School Ghost Hill Infant and Nursery School  
Stradbroke High School Great Hockham Primary School and Nursery  
Wymondham College Old Buckenham Primary School and Nursery  
 Rockland St Mary Primary School  
 Seething and Mundham Primary School  
 Surlingham Primary School  
 Tivetshall Primary School

White House Farm Primary School (opening 2019) Wymondham College Prep School (opening 2020)

**Job Description**

The key purpose of the Director of School Improvement (Primary) is to deliver the trust’s vision of providing a world-class education locally in SET primary schools.

**Line Manager**  
CEO of Sapientia Education Trust

**The role includes ensuring that all of our primary schools:**

* Have children firmly at the heart of our work;
* Value our staff and promote the importance of professional learning;
* Deliver strong outcomes in progress and attainment terms, demonstrating the impact of our work;
* Offer a curriculum that is appropriate with a clear progressive intent;
* Adopt teaching and learning approaches that work and encourage and enable pupils to achieve and enjoy school;
* Provide a well-rounded education with a strong emphasis on extra-curricular opportunities;
* Produce evidence based school improvement planning – identifying strengths and development areas, with clear plans to eliminate weakness;
* Implement strong systems of quality assurance, that link to school improvement planning;
* Ensure achievement for all is a lived reality (including a sharp focus on disadvantaged pupils).

The Director will lead, manage and co-ordinate the work of the Improvement and Support Teams (these currently include, on a time released basis, Attendance lead / EYFS Lead / Maths Lead / English Lead / SEND Lead) to ensure that all aim for the highest standards and move quickly towards meeting them.

**Specific Responsibilities**

* Develop and implement a trust wide Primary improvement plan;
* Ensure the quality and consistency of school improvement planning at individual school level;
* Ensure that SET has live, accurate and forensic data on primary performance and ensure that all DfE; Ofsted, Board and central education team requirements for data are met;
* Hold Headteachers to account for the achievement of all pupils, including all defined groups;
* Alongside the CEO, manage Primary Headteacher Performance Management;
* Lead and coordinate the IST (Primary);
* Lead and co-ordinate the delivery of the school improvement offer to SET primary schools including the work involving consultants, education advisers and use of the teaching school programme;
* Support and challenge schools to improve pupil and staff performance;
* Support schools to implement an exciting, stimulating and challenging curriculum for all pupils that has clear intent, implementation and impact (ensuring assessment is captured for all subjects);
* Ensure challenging school targets are set and met;
* Take responsibility, with the CEO, for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the very best possible outcomes;
* Attend and report to weekly meetings of the central SET team;
* Attend and report to relevant governance meetings – including board meetings, the standards committee and LGB meetings;
* Support and develop the talent of SET staff and ensure the high-quality leadership of SET primary schools;
* Develop new partnerships and relationships that will benefit SET schools (MAT to MAT work);
* Work with Headteachers to ensure effective governance in all SET primary schools through planning, training and quality assurance systems;
* Manage relationships and communications with SET primary Headteachers;
* Lead on all arrangements relating to the annual conference for trust staff and Governors
* Contribute to professional learning programmes;
* Provide strategic advice, and professional expertise and insight into the trust’s expansion strategy, including involvement in the due diligence process for new primary schools;
* Liaise with the CEO to provide termly policy updates and newsletters to primary Headteachers and parents ensuring that they are current, informative, and enhance our shared values and identity;
* Have overall management of the school improvement (primary) budget;
* Contribute to PR and media advice for primary schools and respond to media or press coverage as directed by the CEO;
* Play a key role in the appointment of new primary Headteachers;
* Lead and support the induction, training and appointment of new primary Headteachers, so that they reach their potential and build effective Senior Leadership Teams;
* Ensure that all new Headteachers have a thorough, bespoke and differentiated induction experience;
* Ensure schools adopt effective and best-value staffing models.

**General duties and responsibilities:**

* Communicate the trust vision compellingly - To provide World-Class education locally, enabling all pupils to reach their full potential;
* Work effectively with other members of the SET central leadership team;
* Empower all staff and pupils to excel and constantly improve;
* Any other duties as reasonably directed by the CEO and/or Deputy CEO and/or Chief Operating Officer.

**Person Specification**

**Qualifications**

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| --- | --- |
| Qualified to degree level | Essential |
| Qualified Teacher Status | Essential |
| Recent and relevant leadership development training | Essential |
| Demonstration of commitment to on-going professional | Essential |
| Qualified to Master’s level or NPQH | Desirable |

**Experience**

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| --- | --- |
| Successful experience of effective school improvement as either a Head teacher or Deputy | Essential |
| Track record of successfully leading school improvement as demonstrated by Ofsted judgments and/or student outcomes over time | Essential |
| Effective action planning and delivery of programmes to raise achievement | Essential |
| Successful leadership of a school through inspection/external scrutiny processes | Essential |
| Effective development of teams and leaders with impact on standards | Essential |
| Work in school environments which has effected rapid progress | Essential |
| Successful challenge of underperforming staff | Essential |
| Leadership of innovation/change management with evidence of positive impact | Essential |
| Leadership of improvement in quality of TLA | Essential |
| Work with a range of external agencies to accelerate improvement | Essential |
| Knowledge of Maths Mastery /Talk For Writing/Phonics programmes | Desirable |

**Knowledge, Skills and Understanding**

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| --- | --- |
| Excellent knowledge of primary education | Essential |
| Knowledge of a wide range of school improvement strategies including specific strategies to improve outcomes in Phonics, Writing, Reading and maths. | Essential |
| Ability to think and plan strategically and creatively to solve problems | Essential |
| Keen understanding of all relevant data; ability to analyse forensically and use analysis to inform improvement planning | Essential |
| Strong knowledge and understanding of external assessment/examination and reporting measures | Essential |
| Understanding of, and ability to implement rigorous self-evaluation | Essential |
| Ability to hold leaders stringently to account for their performance | Essential |
| Understanding of the new Ofsted framework, including the implications for Primary Schools and wider curriculum planning | Essential |
| Understanding and appreciation of effective partnership work | Desirable |
| Understanding of the potential benefits offered through working in a MAT | Desirable |

**Interpersonal and communication skills**

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| --- | --- |
| Excellent written and oral interpersonal skills | Essential |
| Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy | Essential |
| Awareness of the importance of regular and transparent communication with colleagues | Essential |
| Able to produce high-quality, concise and accurate written reports | Essential |

**Personal qualities and attributes**

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| --- | --- |
| Hold and articulate clear values and moral purpose, focused on providing a world-class education locally for Sapientia Education Trust pupils | Essential |
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| Highly organised with excellent time management skills | Essential |
| Sense of humour and common sense | Essential |
| Approachable and sensitive to the needs of others | Essential |
| Develop and sustain wide current knowledge and understanding of education and school systems locally, nationally and globally, and pursue personal development | Essential |
| Work with political and financial astuteness, within a clear set of principles centred on the SET vision, ably translating local and national policy into the trust’s context | Essential |
| Entirely committed to safeguarding and promoting the welfare of all children and young people in the Trust | Essential |

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**Terms and Conditions**

This post is offered on a full-time, permanent basis, with an office base at Wymondham College.

**Remuneration**

Salary in the region of £65,000 for a suitably qualified candidate.

All payments are payable under the Teachers’ Pension Scheme

The Trust provides a SODEXO benefits package to all staff

**Pre-employment checks**

All applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people.

The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

**How to apply**

To apply please download an application form from [www.se-trust.org](http://www.se-trust.org)

Application forms should be submitted alongside a supporting statement of no more than 900 words outlining your suitability for the role. Your supporting statement should outline how you satisfy the requirements of the role with an emphasis on how you would ensure our primary schools deliver a world class education locally.

Completed applications should be sent to [hr@sapientiaeducationtrust.org](mailto:hr@sapientiaeducationtrust.org)

The closing date for applications is 9am on Monday 20th May 2019.

Interview date to be confirmed.

*The Trust is committed to safeguarding and promoting the welfare of children, therefore all applicants must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust welcomes applications from all sectors of the community.*

*In accordance with the Department of Education’s “Keeping Children Safe in Education September 2018”, references will be sought on all short-listed candidates before interview.*

*Sapientia Education Trust is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment.*

