

## JOB DESCRIPTION

**Job title**

Director of Education

**Reporting to**

Chief Executive Officer

**Accountable to**

The Plymouth CAST Board of Directors (which is in turn accountable to the members represented by the Bishop of Plymouth).

**Plymouth CAST Vision Statement**

The Church insists on the highest standards of academic achievement in its schools, so that our young people leave us as 'agents of change' – educated and caring people who have the qualifications, knowledge and skills they need to flourish as human beings and make the world a better place.

Inspired by our Teacher, Jesus Christ, and his good news to the poor, we have a commitment especially to those who are disadvantaged. We are determined that a child's start in life need not determine their future. We are committed to the well-being of the earth, our common home, inspired by the example of Pope Francis: to live wisely, think deeply and love generously.

In all our schools we will develop a culture of high expectation and aspiration, based on our fundamental belief in the dignity of all human beings. We want all our pupils to flourish in safe, happy and enriching environments, taught and supported by adults who are skilled, motivated and committed to our shared vision and values.

We will work together as one Trust, one family of schools, a community inspired by a vision for excellence. We commit ourselves to deepen our mission and raise standards in order to provide an excellent Catholic education for every child in our care.

**Location**

Attendance at the Plymouth CAST Office, St. Boniface's College, St Boniface Lane, Plymouth as required. Working from home by agreement. There will be a requirement for travel throughout the Catholic Diocese of Plymouth, which covers the counties of Cornwall, Devon and Dorset.

## Salary

Salary £90k (spot salary, negotiable depending on experience, subject to annual review)

25 days annual leave with discretionary days leave at Christmas as determined by the CEO.

(Appropriate Pension Scheme; phone and laptop provided; car user allowance, relocation package available if required).

## Purpose of Role

To implement the Trust's vision and values and the Trust's strategic priorities in all Trust schools.

To lead on the Trust's educational strategy in conjunction with the senior leadership team and Board.

To develop and monitor a school improvement strategy, with effective monitoring at its core, to ensure that all CAST schools are Good or better in a sustainable way.

To lead an effective team of 4 (3 fte) Education Standards Managers, to monitor their effectiveness, with the aim of ensuring good or better leadership in schools and the best possible outcomes for our pupils.

To lead a strategy for raising attainment and improving progress to ensure that outcomes for CAST pupils, especially the disadvantaged, are at least in line with national averages.

To lead on school interventions as and when required, especially in the event of ineffective leadership or a decline in Ofsted grade.

To lead a training strategy to ensure the development of leadership at all levels in Trust schools.

To co-ordinate the work across the clusters of schools (see: map and chart) to ensure maximum impact of collaborative working on pupil outcomes.

To lead an ambitious curriculum strategy and ensure that all CAST schools have a clear and consistent approach to intent, implementation and impact.

To provide the Education and Standards Committee and Board with data and other school information as required to enable the Directors to fulfil their core functions.

To lead on specific CAST policies as required by the CEO.

To lead on specific areas for the Trust depending on experience and expertise

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required.

## Key Responsibilities

To ensure there is a well-monitored and effective plan for each school which is in need of improvement.

To produce action plans to support the strategic plan as required.

To contribute to an ongoing risk assessment process and update the risk assessment of school grades and leadership effectiveness regularly.

To lead on Ofsted briefings and training and support schools in preparation for Ofsted inspections.

To support local governing boards in their role of supporting and challenging headteachers, attending local board meetings and briefings as required.

To communicate with parents and carers of Trust schools in order to create a Trust identity and ethos.

To contribute significantly to the Trust's priorities of increasing recruitment of pupils and high quality teachers.

To liaise with local authorities and teaching school alliances as required to broker effective partnerships to support Trust schools.

To lead and line manage the Education and Standards Managers team and other colleagues including headteachers as directed, to co-ordinate the work of the ESMs and hold them to account for their impact.

Develop an effective working relationship with the CEO, Trust Board members and the central team in order to drive agreed changes smoothly and efficiently.

Promote a positive culture throughout the organisation and adopt behaviours that exemplify the Trust's vision and values.

## Safeguarding and GDPR

To be the Designated Safeguarding Lead (DSL) for the Trust and ensure that all school and all Trust settings and personnel are compliant with safeguarding legislation.

To be responsible for CAST policies and procedures relating to safeguarding and child protection

To present Directors with timely safeguarding updates in relation to compliance and trends

Ensure that all employees comply with Plymouth CAST policies and procedures on safeguarding and child protection and ensure the appropriate level of supervision for all volunteers, visitors and external contractors within CAST Academies

To be responsible for GDPR in the Trust with admin support.

## **Confidentiality**

Ensure that confidentiality is maintained in line with agreed policies and protocols.

## **Equality**

Ensure that Plymouth CAST actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful and engaged citizens. Actively challenge and address discrimination. Ensure a continual focus on equality as measured by pupil progress of groups.

## **PERSON SPECIFICATION**

A practising Roman Catholic in full communion with the Catholic Church is desirable for this role but not essential

### **Qualifications - Essential**

- Educated to degree level
- Evidence of continuing professional development
- Qualified Teacher Status
- *Desirable* – Masters or post-graduate qualification, NPQH

### **Experience and Knowledge - Essential**

- Success in leadership, in leading a team of professionals to improve school and leadership performance, build a positive culture and inspire all to achieve their full potential.
- Proven track record at a senior level of leading school improvement, including raising standards in schools through high quality challenge, support and intervention.
- A deep and convincing understanding of how children and young people with additional needs learn and make progress.
- Development and application of strategy to close gaps for under achieving groups.
- Experience as Ofsted inspector or equivalent with trust or local authority
- Experience of leading schools in challenging circumstances.
- Experience of working collaboratively across a number of school or academies.
- Deep and broad knowledge of current educational issues and research, especially in pedagogy and curriculum
- Knowledge of new technologies and a vision for how they can best be used to support learning.

- Compelling knowledge and understanding of what a Good school looks like

#### **Skills, Abilities and Personal Qualities**

- Highly motivated by personal vision for excellence in education
- Highly emotionally intelligent, aware of self and needs of others, knows when to lead and when to listen
- Led and nurtured by personal faith, honest, acts with integrity
- Committed to high standards in every respect
- Skilled communicator across all media to various audiences
- Adaptive and responsive to change, resilient, not put off by set backs
- Enthusiastic, energetic and hopeful
- Determined servant leadership more important than status or personal gain
- Highly organised, attentive to detail, able to work efficiently and accurately under pressure and to prioritise tasks
- Excellent ability to analyse complex school data and produce clear judgements and briefings
- Ability to make secure judgements and evidence-based decisions under pressure

#### **Special Requirements:**

Full driving licence and use of car is essential for duration of employment. There is an absolute expectation that the successful candidate will be able to travel between the office and schools by car.