

Executive Director Of Education – Secondary

Salary: L36 – L40

Job Description

Normal place of work: All locations within the trust.

Responsible to: Chief Executive Officer (CEO)

PURPOSE OF THE POST

The Director of Education will have oversight of strategic leadership, defining and delivering the vision and objectives of the trust. They will lead trust wide educational improvements across all schools whilst line managing a cluster of schools. They will look to develop strong alignment across our group of schools whilst ensuring there is space for creativity to share good practice with everything underpinning our strong culture of 'inclusion at the heart of the trust'.

They will ensure that each school under their remit has a robust school improvement plan and works with the Executive Leadership Team to ensure appropriate school improvement support is in place and evaluated. They will create and support a collaborative, aspirational and innovative culture of learning across the trust, generating a climate for learning and a system of monitoring and intervention that enables students to thrive.

Embedding collaboration, learning and joint working, they will ensure leadership at all levels has a direct impact on strategic school improvement, student outcomes and effective business operation. Setting high educational standards within the trust, they will design and implement the curriculum and the broader pupil experience, sharing expertise and experiences across the trust.

DUTIES AND RESPONSIBILITIES

The Director of Education is accountable for performance, pupil progress, standards and the academic results of schools under their remit. They will:

- Contribute to and implement trust wide educational strategy working closely with the executive team.
- Lead a cluster of schools holding them accountable for continuous improvements
- Ensure that each school improvement plan demonstrates appropriate ambition and challenge and schools work towards aspirational KPI targets.
- Develop a shared expectation of outstanding curriculum, ensuring collaborative learning and CPD across the trust to ensure that all learn from the best each has to offer and the schools work in partnership.
- Agree, communicate and deliver aspirational short and medium term aims within the context of the longer-term vision.
- Actively seek and share outstanding practice within and beyond the trust.
- Work operationally from time to time in identified schools where they need support including stepping into the Heads role when needed.

- Ensure a culture of working together to achieve high standards throughout the trust.
- To engender excellence and professionalism in all aspects of the school under their remit by inspiring an empowered, motivated and highly competent Senior Leadership Team and through them, build a positive team culture that aspires to be outstanding in everything it does.
- Manage the performance of the Headteachers, ensuring that each school under their remit has a rigorous and effective performance management system and that pay progression decisions are made in line with agreed pay policy.
- To ensure clear ownership of every aspect of work undertaken within the trust and see that individuals are held accountable for their responsibilities.
- Line manage and provide supervision for Headteachers. Support individual Headteachers in leading any staffing changes in the schools under their remit. Undertaking effective planning with each Headteacher to ensure that the staffing needs for the trust are proactively identified and that plans are in place to ensure appropriate succession. Where appropriate, pool resources and skills across the trust using shared posts and recruitment drives to benefit all.
- Take an active role in middle and senior leadership development across the trust and ensure effective succession and talent management strategies are in place.
- Agree policies, targets and priorities for each school: regularly monitor and review aims, objectives and whether the policies, targets and priorities are being achieved in each school under their remit.
- Create a climate of reflective practice and professional development that enables all members of staff to flourish and achieve their best, driving collaborative CPD practice across the trust.
- Ensure that each school under their remit uses and learns from the annual staff survey feedback and visibly acts on their results.
- Promote equality and fairness for all staff.
- Take responsibility for their own professional development as an Executive leaders.
- Ensure that all adults working in the schools under their remit follow good practice regarding safeguarding and child protection, with good order and discipline maintained amongst pupils and staff.
- Promoting the safety and wellbeing of pupils and staff, with effective pastoral policies and practices covering pupil and staff welfare, including equality of opportunity without discrimination.
- Ensure that there is a clearly defined, integrated approach to the curriculum implementation that retains personalised learning experiences for students.
- Understanding the Ofsted Inspection Framework and applying these benchmarks to the schools and staff's performance on an ongoing basis, using continuous improvement to ensure that the schools perform well under inspection.
- Maintain a drive for excellence by regularly evaluating the culture, internal organisation and teaching practice within each school, following through at team/individual level if appropriate.
- Create effective proposals that respond to the needs of learners and the services that support them.

FINANCIAL AND BUSINESS MANAGEMENT

- Allocate financial resources appropriately, efficiently and effectively to support the schools under their remit, to budget and manage human and physical resources.
- Ensure that schools under their remit deliver an efficient staffing structure monitoring of actual spending against the budget for each school.
- Ensure that schools under their remit implement key trust policies and strategies.
- Manage and utilise the sites and facilities and where appropriate, ensure shared use of facilities across the trust.
- Ensure that health and safety policies are fully implemented and managed.

OTHER RESPONSIBILITIES

- Provide visible leadership at trust level and actively engage with relevant business, community and public bodies to benefit the pupils and trust.
- To contribute to and add capacity to growth plans working with potential new schools.
- Ensure each Headteacher is developing a thriving sense of school community to include present and past pupils and parents.
- Creating proactive and effective links with the community including other local and regional schools.
- Inspire others to enthusiastically participate in delivering the mission and vision of the trust.

DUTIES AND RESPONSIBILITIES

The Director of Education reports to the CEO they will work alongside the current Director of Education both leading a cluster of schools and each leading on key trust wide aspects across all schools in the trust. This relationship will be key to developing and driving the educational strategy across the trust and contributing to further growth. They will keep the trust fully informed on the progress of schools under their remit and will submit reports for consideration, in addition to regular presence in schools, developing opportunities for Trustees to be informed of each schools progress. The will support local governance committees in their roles ensuring they have accurate information and the skills needed to reviews their schools progress.

Executive Director of Education Person Specification



CRITERIA	Experience, Qualifications and Training: On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
ESSENTIAL		DESIRABLE
<ul style="list-style-type: none"> • Experience of being a Headteacher and leading on improvement in secondary schools. • Qualified Teacher Status with an excellent knowledge and experience of high-quality curriculum and pedagogy. • Track record of success in delivering excellent education for all. Knowing that if we get things right for our most vulnerable learners we get it right for everyone. • Setting performance standards and evaluating their success. • Proven success of building successful teams and leading high performance through others, developing leadership skills of others. • Leading others through change and building positive cultures. • Managing financial budgets and using resources effectively. 		<ul style="list-style-type: none"> • Proven success in leading and working in a high performing school. • Leadership experience outside of secondary mainstream schools.
CRITERIA	Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
ESSENTIAL		
<ul style="list-style-type: none"> • Strategies for delivering teaching and improving pupil performance. • A good understanding of high-quality inclusive practice and commitment to continuously improving outcomes for key vulnerable learners. • A good knowledge of effective systems that have a positive impact on school performance. • Knowledge of the use of data to improve teaching and learning. • Knowledge of current education legislation, national initiatives and strategies. • Thorough understanding of safeguarding policies, statutory requirements and practices. • Ability to actively engage parents/carers from all communities and communicate positively with them. • Strong communication skills with a range of stakeholders. • Understand the importance of emotional intelligence and ability to use this to win hearts and minds and get the best from their staff. Whilst maintaining high expectations and meeting aspirational targets. • Excellent organisation skills and proven ability to prioritise tasks effectively. • Ability to work under pressure with enthusiasm and drive. • Commitment to all pupils succeeding to the best of their ability. • Proven track record in managing change positively. 		

Job Title
Person Specification (cont.)

