



**MAIDEN ERLEGH**  
TRUST



**Director of Standards  
and  
Continuous Improvement**

**Candidate Brochure**



# Welcome

Dear Colleague

Thank you for taking the time to look into the exciting new post at Maiden Erlegh Trust.

This is a very exciting time for us as we are growing and our community now includes secondary and primary mainstream schools and a special school. We are also working on the opening of our second Free School in Reading (due in 2021). As a result of this growth, we are expanding our School Improvement Team. This post is a key role to strengthening the group.

The role of the School Improvement Team is to provide support to leaders and schools, in order to ensure that best practice is embedded and consistently applied, and that we remain ahead of the curve on educational matters. We also want to support colleagues to undertake innovation and research projects and then to facilitate the sharing of their learning across the Trust. The postholder will lead and contribute to Trust networks and projects, deliver CPD, lead and conduct reviews, and report to Trustees and the CEO on standards in schools. The School Improvement Team also provides professional challenge where necessary, but we expect that to be done constructively and fairly.

The Maiden Erlegh Trust motto is “*schools for the community, schools as a community*” and we aim to work collegially and collaboratively so that every establishment becomes the school of choice for local families, but also for current and potential staff. The successful candidate will work alongside the Executive Headteachers, Headteachers and Senior Leaders, and also the Director of Inclusion and Safeguarding as well as other Trust leads.

Our schools are proudly comprehensive and inclusive and we expect all staff will be ambitious for all aspects of the education of all pupils and students, whatever their age or background. Our schools’ motto, “*opportunity, diversity and success for all*”, is one that the successful candidate must embrace in all their work, and they must support others to do the same.

Please go to our website (<http://www.maidenerleghtrust.org/>) where you can find out about our Trust and our schools. You will see that ethical leadership, safeguarding and equality and also supporting the wellbeing and development of our staff underpin unconditionally all of our work. The successful candidate must be committed to all these areas, along with our values and ethos.



This is an exciting new role in a developing Trust. It will be very varied so the postholder will need to be flexible and highly organised. We have extremely high calibre staff in the Trust, so they will enjoy the intellectual stimulation of working with these quality teams and individuals.

If you are interested in the post and want to know more, please contact [recruitment@maidenerleghschool.co.uk](mailto:recruitment@maidenerleghschool.co.uk) to arrange a visit or call 0118 9262467 to speak to someone in our recruitment team.

Yours faithfully

Nick Jones  
Chair of the Board of Trustees

Mary Davies  
Chief Executive Officer



# Job Description

<b>Job Purpose</b>	<ul style="list-style-type: none"><li>• To support the CEO in working with school and Trust leaders to provide clear strategic direction and leadership which ensures the highest standards of education are systemic across each school and the organisation.</li><li>• To provide motivational and inspirational leadership at all levels of the organisation which ensures that the Trust's values and ethos, and educational vision are clear and shared by all stakeholders.</li><li>• To support the CEO, Trust Leaders and Trustees to ensure the consistent implementation of relevant Trust strategies and policies across schools and the Trust.</li><li>• To provide temporary CPD, support and/or leadership to schools as necessary.</li></ul>
<b>Based</b>	Maiden Erlegh Trust (Silverdale Road)
<b>Responsible to</b>	Chief Executive Officer
<b>Responsible for</b>	Effective collaboration with CEO and school and Trust leaders on: <ul style="list-style-type: none"><li>• The design, implementation and monitoring of the Continuous Improvement Strategy.</li><li>• The design, implementation and monitoring of the Standards Strategy, including standardisation and quality assurance programme.</li><li>• The design, implementation and monitoring leadership and quality of education support and development (including for new schools).</li><li>• Representing CEO on Trust Standards Committee.</li><li>• Leading the Curriculum and Standards Network meetings.</li><li>• Contributing to the Trust Strategic Plan and Trust Dashboard updates.</li></ul>
<b>Salary</b>	Leadership Scale L22-L30 (Director Scale) Annual review underpinned by an external Performance Management process
<b>Contract</b>	Permanent, Full time
<b>Teaching load</b>	4 periods, deployable across the Trust

## Key Responsibilities

### Quality of Education

1. Working with school and Trust leaders to ensure shared language of curriculum design and delivery.
2. Working with Trust Assessment and Reporting Lead to ensure shared language and understanding of practice in terms of formative assessment.
3. Leading Trust-wide discussions, research and CPD on pedagogy and high-quality teaching and learning (generic and subject-specific).
4. Working with the DOIS to ensure there is coherent strategy to eliminate disruption to learning and to support staff in preventing and responding to it.
5. Working with school and Trust leaders to ensure that the curriculum and its implementation are ambitious for all pupils/students and that staff are equipped to support and stretch each one appropriately.



6. Promoting a cross-curricular, cross-phase and cross-sector exchange of good practice and innovation regarding pedagogy.
7. Modelling best practice to colleagues across the Trust and supporting leaders to develop staff and reduce in-school/in-Trust variation.
8. Supporting schools to develop cross-curricular themes eg: academic literacy, cultural capital, reducing curricular bias etc.

### **Leadership & Management**

1. Working with the CEO and school and Trust leaders to ensure that the Continuous Improvement and Standards Strategies are relevant, fit for purpose and implemented systemically.
2. Providing advice, guidance and practical support to school and Trust leaders on matters of quality of education, continuous improvement and standards to ensure the highest quality education is provided across all schools and best practice is consistent across the organisation.
3. Working with school and Trust leaders to ensure consistency of policy into practice across all schools.
4. The modelling of the Trust's highest expectations of professional standards, communication, safeguarding, health and safety, project management, financial propriety and data management.
5. Providing support for individuals and teams as agreed with the CEO.
6. Undertaking reviews of schools and departments within the Trust and through the Teaching School.
7. Providing temporary senior or curricular leadership support to schools as necessary.
8. Contribution to updating any relevant policies, guidance or webpages (eg: quality of education, curriculum, teaching and learning).

### **Trust Professional Development**

1. Working with the Director of Teaching School and Executive Headteacher (Secondary) to plan and deliver CPD and research and innovation projects to ensure coherence and value for money.
2. Contribution to governor training programmes to ensure they understand what the quality of education is across the Trust and the rationale for our evaluations.
3. Contribution to induction programmes (especially at middle and senior leader level).
4. The development of opportunities for leaders across the Trust to share best practice, standardise assessments and evaluations and contribute to school and Trust improvement.
5. Providing models of strong teaching and learning for colleagues across the Trust.
6. Contribution to the IntraMet CPD pages and ensuring that all colleagues are signposted to current research and educational thinking (including that of Ofsted and the DfE).
7. Advise school leaders on how to support individuals and teams who need support and provide quality assurance of action plans etc.

### **Working with Trust Board**

1. Attending the Trust Standards Committee meetings and provide accurate, evidence-based reports on the quality of education across secondary schools within the Trust.
2. Providing CEO and Trust Standards Committee with timely, rigorously evidenced and accurate updates on the quality of education for Trust reports as requested.
3. Furthering effective and positive relationships with the Regional Schools Commissioner (RSC), Department for Education (DfE), Education and Skills



Funding Agency (ESFA), local authorities, local communities, Ofsted and any other relevant bodies, to create further Trust growth and local support for each school.

### **Financial, Resources and Risk Management**

1. Working with school and Trust leaders to ensure that quality of education and improvement strategies are strategically identified, analysed and costed. This includes commissioning internal and Teaching School resources and/or external support.
2. Working with Director of Inclusion and Safeguarding to ensure dedicated lines of funding (eg: Pupil Premium Grant, SEND funding) are used effectively so that the most disadvantaged experience high quality teaching and learning and that their attainment is in line with their cognitive peers.
3. Contributing to the effective delivery of the Trust Financial Plan (with the CF&OO) which guarantees the financial sustainability of the Trust and establishes balanced budgets for each school.

### **Compliance**

1. Ensure that all secondary schools within the Trust operate within the legislative and regulatory framework meeting its statutory responsibilities including Health & Safety, Safeguarding and the requirements of Companies House, the Charity Commission, GDPR and the ESFA.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks; it is intended to set out the main expectations of the school in relation to the post holder's professional responsibilities and duties. This document should read in conjunction with the school teachers pay and conditions document.





# Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"><li>• QTS with at least, two years' evidence of highly effective impact as a Senior Leader in a standards and/or quality of teaching role in a "good" or "outstanding" schools.</li><li>• Evidence of highly effective leadership and management.</li><li>• Experience as a raising standards leader and/or of undertaking quality assurance across a range of subjects.</li><li>• Experience of rigorous improvement and action planning incorporating systematic and accurate impact evaluations.</li><li>• Evidence of highly effective support for, and development of school leaders.</li><li>• Strong track record of good or outstanding classroom practice and student outcomes.</li><li>• Experience of communicating in different formats and with different stakeholders (including governors).</li><li>• Strong track record of working within organisations and regulatory frameworks or processes.</li><li>• Strong track record of galvanising staff around the aims and culture of an organisation.</li><li>• Strong track record of working within prescribed budgets.</li></ul>	<ul style="list-style-type: none"><li>• 3+ years' experience of working as a senior or middle leader, or with leaders, in more than one school.</li><li>• Middle or Senior Leadership qualification, or evidence of further study beyond QTS.</li><li>• Experience as a raising standards leader and/or undertaking quality assurance in different schools.</li><li>• Professional coaching qualification.</li><li>• Experience leading or participating in reviews and/or inspections.</li></ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"><li>• The principles and practices of quality first teaching and formative teaching and learning (including effective feedback).</li><li>• The principles and practice of linked to evidence-based education thinking and current trends.</li><li>• Best practice regarding literacy and numeracy across the curriculum and the willingness to research the provision for disadvantaged and SEND students.</li><li>• Best practice in metacognition and developing independence in learners.</li><li>• Strategies to develop cultural capital, reading, academic literacy and/or reduce curricular bias.</li><li>• Ability to analyse education data.</li><li>• Application of IT packages for efficient and effective data management and administration.</li><li>• Robust understanding of the current Ofsted Framework.</li><li>• Understanding of safeguarding strategies to support student wellbeing.</li><li>• Understanding of principles of staff wellbeing and workload management.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of SIMS and MS Office</li><li>• Strategies for ensuring equality and wellbeing of staff, students and other stakeholders.</li><li>• Experience of implementing strategies to develop cultural capital, reading, academic literacy and/or reducing curricular bias.</li><li>• Knowledge of Education Standards in other phases or types of schools</li></ul>



<b>Skills and Abilities</b>	<ul style="list-style-type: none"><li>• Robust understanding of education standards, especially curricular, quality of teaching, learning and assessment and behaviour for learning</li><li>• Ability to prioritise and delegate appropriately, to handle pressure and to work to deadlines</li><li>• Ability to follow direction and work in collaboration with others’.</li><li>• Decisive and innovative when needed but mindful of organisational expectations and lines of communication.</li><li>• Ability to work constructively with a range of colleagues, including school and Trust leaders, in a spirit of support and challenge.</li><li>• Ability to prepare clear guidance documents which are coherent with Trust and school policy and practice.</li><li>• Strong analytical, planning and organisational skills</li><li>• Ability to communicate clearly, proactively and sensitively, both orally and in writing, with staff, governors and other stakeholders.</li><li>• Work effectively as a member of a team and to manage independent projects.</li><li>• Creative thinking skills eg: to be able to anticipate, identify and solve problems.</li><li>• Ability to supervise the work of others and hold them to account.</li></ul>	<ul style="list-style-type: none"><li>• Experience writing policies and guidance documents for different stakeholders.</li><li>• Experience using action plans to support individuals and teams and bring about timely positive change.</li><li>• Experience of undertaking needs analysis reviews and supporting leaders to draw up sharply focused action plans.</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Shares and espouses the values and ethos of Maiden Erlegh Trust.</li><li>• Track record of working collaboratively with other schools, especially in a Trust scenario.</li><li>• A highly visible leader who has a calm, consistent and measured approach manner at all times, including in challenging situations.</li><li>• Proven commitment to own professional development and keeping up to date with current education and leadership thinking and research.</li><li>• An impact focused closer-finisher with an eye for detail.</li><li>• Reliability and an ability to meet deadlines’</li><li>• Excellent and proactive communication skills such that all stakeholders feel well-managed</li><li>• Good judgement and moral integrity</li><li>• Resilient, optimistic and solution-focused.</li><li>• Respectful, fair, transparent and inclusive in approach.</li><li>• Able to work flexibly to meet deadlines and respond to unplanned situations</li><li>• Willingness to ask for help and advice if necessary.</li><li>• A good record of attendance and punctuality.</li><li>• Humour and humility.</li><li>• The ability to manage their time appropriately between work and private life.</li></ul>	





# How to Apply

If you would like further information about the role, or to organise a visit to the school prior to application, this can be organised through our HR department via email [recruitment@maidenerleghtrust.org](mailto:recruitment@maidenerleghtrust.org).

The deadline for applications is: **Monday 24 February 2020 – 4pm**

Shortlisting will take place: **Tuesday 25 February**

Interviews will take place: **Week Commencing 2 March 2020**

**All applications should be sent to [recruitment@maidenerleghtrust.org](mailto:recruitment@maidenerleghtrust.org) using the form provided.**

**Applications received which are not completed using the form provided may not be considered at shortlisting.**

Maiden Erlegh Trust reserve the right to research applicants on social media platforms and the Internet, and the recruitment panel may take this information into consideration during the recruitment process.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*

