



AQUINAS CHURCH OF ENGLAND EDUCATION TRUST

# Application Pack

**Deputy Director of Education (Secondary)**

**Required: Start of Academic Year 2025/26**

**Salary: Competitive salary, negotiable dependent on experience**



[www.aquinastrust.org](http://www.aquinastrust.org)

*Life - Transforming - Learning*



# Welcome From the Chief Executive

## Aquinas Church Of England Education Trust

Dear Candidate,

Thank you for considering the Deputy Director of Education (Secondary) vacancy at The Aquinas Trust.

We are looking for a highly successful secondary headteacher wishing to make a move into working for a multi-academy trust, whilst still utilising all your headship experience, working within and across our three secondary schools. The role has been newly created with the aim to add capacity to the existing team, working on secondary school improvement. It is an exciting time to be joining the Trust following the successful academisation of our third secondary in March 2025. We are looking forward to a new five-year strategy centred around improving our offer to children and young people, as well as continuing to grow in Bromley, Kent and East Sussex.

The Trust is seeking a candidate who will be able to contribute significantly to the school improvement efforts of our existing secondary academies. Candidates should ideally have over five years' experience in leading a large secondary school with a 6<sup>th</sup> form. The successful candidate will support our drive to ensure all pupils experience an exceptional education and should be ready to drive standards and practice. In the first instance, for most of your week, you would be based at Bishop Justus Secondary School in Bromley with the remainder of your time working with the secondary strategy team.

This position is full-time and offered on leadership terms and conditions. A key part of the role would be a willingness to be an interim secondary school headteacher as the Trust expands. Whilst working primarily in Bromley, the role also requires working with both our secondary schools in East Sussex. We are seeking to appoint a Deputy Director of Education who will promote a culture of excellence, be passionate about the transformational power of education and secure the very best outcomes for our students. The successful candidate will be joining a dynamic and experienced central education team.

We would welcome applications from successful headteachers wanting a new challenge, whilst not stepping too far away from headship but looking to further their career as part of the senior leadership within a supportive Trust.

As the CEO, I am privileged to lead The Aquinas Trust and am immensely proud of the achievements of all our staff, children and young people. Aquinas is an exciting place to learn because of our aspiration for all people to flourish through Life Transforming Learning.

I very much look forward to receiving your application.

Kathy Griffiths  
**Chief Executive**



# Deputy Director of Education (Secondary)

## OUR IDEAL CANDIDATE WILL:

- Be an experienced secondary headteacher with over five years' experience.
- Display a deep understanding of the practical approaches needed to improve secondary academies.
- Offer research-informed insights into improving educational outcomes and attainment at secondary phase.
- Be an exemplary leader who can inspire staff.
- Articulate an ambitious vision for the curriculum that is designed to give all pupils, but particularly disadvantaged pupils (including pupils with SEND), the knowledge and cultural capital they need to succeed in life.
- Have a passion for school improvement and development.
- Champion best practice and promote a culture of continuous improvement.
- Drive collaboration to enhance the educational experiences of all pupils across the Trust.
- Understand the fundamental role of curriculum in the school improvement model.
- Understand the importance of developing internal talent and the principles of workforce development.
- Hold Qualified Teacher Status, along with a good Honours Degree.
- Have completed NPQH, and ideally NPQEL or be willing to undertake this qualification.
- Work with secondary schools within the Trust and other schools as directed as the Trust grows.
- Provide Executive Headteacher functions for newly appointed secondary Headteachers or support for leadership teams in the short-term absence of their Headteacher.

## In return, we offer:

- A unique opportunity for a committed professional to influence and shape the education delivered by a Trust with over 5,000 pupils on roll.
- A happy community committed to delivering 'Life Transforming Learning'.
- A career path for experienced senior leaders that runs adjacent to seeking another headship.
- A position within an extremely skilled and knowledgeable Central Education Team.
- An office base within our Training and Development Centre, located in Bromley.
- Mentoring and experienced leadership by the Trust Executive Team.

Aquinas Church of England Education Trust is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

## Our Academies

Since our first primary and secondary schools came together, a further ten schools have joined us. We now have twelve academies (three secondaries), with over 700 colleagues, and 5000 children and young people in our care.



## Secondary

As Deputy Director of Education (Secondary) the successful candidate will work primarily with Bishop Justus, Rye College and Robertsbridge Community College.

### Bishop Justus

As one of the founding schools of The Aquinas Trust, Bishop Justus has been there for the entire story of the Trust's growth. The school will be focusing in the immediate term on improving outcomes, development and the opportunities available for learners. The successful candidate will work with the existing Senior Leadership Team to identify areas of strength and improvement and will be a lynchpin for driving success throughout all aspects of the school.

### Rye College

Rye College joined the Trust in 2018 and began a successful journey of school improvement that saw the school receive a Good Ofsted in 2022. Dealing with the impact of Covid-19, alongside the challenges associated with rapidly improving a school, has ultimately led to a strong and stable school that is serving its local community better than ever. The school was delighted to report a waiting list for Year 7 admissions for the first time as an academy for September 2025.

### Robertsbridge Community College

The most recent academy to join Aquinas, in 2024 the school faced the challenge of an inadequate Ofsted result. Since then, huge strides have been taken to improve the education offered to students, joining the Aquinas Trust in March 2025 with an optimistic outlook for their future.

**At Aquinas, we work together so that our learners have an exceptional education; one where individuality is celebrated, talents are nurtured and progress is sustained from early years to Post 16.**



# How To Apply

## CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications is midday on **Friday 2<sup>nd</sup> May 2025**

## SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

## INTERVIEWS

Candidates will be invited for interview.

- Interviews will take place on **Thursday 15<sup>th</sup> May 2025**

## APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence on **Wednesday 27<sup>th</sup> August 2025** (negotiable)

## APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [aquinas.recruitment@aquinatrust.org](mailto:aquinas.recruitment@aquinatrust.org). Alternatively, submit your application to the HR Director, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview. Please note that we reserve the right to close a recruitment process early at any time.

If you would like to discuss the role prior to application, please contact Stephanie Ballard, EA to the CEO, to arrange a phone conversation with the Secondary Director of Education at [stephanie.ballard@aquinatrust.org](mailto:stephanie.ballard@aquinatrust.org)

## RETENTION OF INFORMATION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.

## JOB DESCRIPTION

### DETAILS

<b>Job Title:</b>	Deputy Director of Education (Secondary)
<b>Contract:</b>	1.0 FTE
<b>Reports to:</b>	Secondary Director of Education
<b>Salary:</b>	Leadership scale – negotiable but commensurate with secondary headship

### THE ROLE

Meet the national headteacher standards, work with the Secondary Director of Education and alongside our secondary headteachers to create a positive learning environment for all students and staff through effective operational management of our secondary phase.

Work collaboratively with the secondary headteachers to improve the life chances of pupils in our schools, ensuring they:

- Develop an ambitious and inclusive culture for teaching and learning.
- Provide pupils with a stimulating, enriching and ambitious curriculum provision.
- Encourage innovation in curriculum development and assessment structures that will enable teachers, pupils and parents/carers to celebrate success.
- Enhance EDIJ, promote safeguarding and a restorative approach to behaviour which positively impacts on the ethos and culture of our school communities.

### KEY ACCOUNTABILITIES

- Lead school improvement for secondary academies within the Trust, in collaboration with the Trust Central and Executive teams.
- Work closely with headteachers, senior leadership teams, and other stakeholders, inspiring, empowering and building capacity through support and challenge.
- Undertake quality assurance across the Trust to assure the Trust Board.
- Ensure effective performance of headteachers and other members of the team across the Trust.
- Support and empower leaders, building capacity to hold staff to account and manage the most difficult conversations effectively, supporting/intervening directly in most complex cases through a calm, effective and objective approach.
- Promote Aquinas locally and nationally, including other activities and projects that improve practice and develop capacity and help grow the Trust.
- Report to the CEO, Trust Board and committees on educational strategy and standards as required.
- Undertake the duties of headteacher during periods where the substantive headteacher is absent.

### KEY RESPONSIBILITIES

### TEACHING & LEARNING

- Work with headteachers to establish and sustain high-quality, expert teaching across all subjects and phases, built on a research-informed understanding of effective teaching and how pupils learn.
- Work with headteachers to ensure teaching is underpinned by high levels of subject expertise and

approaches which respect the distinct nature of subject disciplines or specialist domains.

- Ensure effective use is made of formative assessment.
- Work effectively with other leaders within the Trust.

#### ORGANISATIONAL MANAGEMENT

- Support and implement robust and proactive risk identification, mitigation and management for the Trust secondary schools.
- Support the implementation and review of the Trust's Strategy, Delivery Plan and key policies so that all are understood and acted upon by stakeholders in our secondary schools.
- With the Secondary Education Director and headteachers, organise the appointment of senior staff within Trust secondary schools.
- Be an active member of Trust groups as relevant and required, including the development of action plans linked to the Trust Strategic Plan.
- Support and deliver the due diligence of any school joining the Trust.
- In the absence of the Secondary Education Director, act on behalf of the Trust to fulfil its objects.
- Carry out any other duties that are reasonable, as identified by the CEO.

#### SCHOOL IMPROVEMENT

- Support the creation of a shared understanding of school improvement across all secondary schools aligned to the Trust Strategic Plan.
- Support secondary school improvement and the successful academic performance of specific secondary academies in the Trust.
- Work alongside headteachers to motivate, challenge and develop them.

#### WORKING IN PARTNERSHIP

- Support the development of Trust networks to enable expertise in a variety of areas which positively impacts on the opportunities provided in schools, providing exemplary leadership on collaborative working to support teaching, learning and communications.
- Develop and maintain effective relationships with the Central team and other school leaders to ensure that the performance of our secondary schools continuously improves.
- Encourage collaborative working arrangements between all three secondary schools.

#### GOVERNANCE AND ACCOUNTABILITY

- Report to the CEO and Secondary Education Director to ensure they are fully informed.
- Support headteachers in maintaining and developing effective working relationships with their AACs.
- Support headteachers in meeting their statutory obligations to the Trust as outlined in their Schemes of Delegation.
- Report to the Trust Board and its committees, as required.
- Represent the Headteacher, Secondary Education Director and the Trust, as appropriate.

#### PERSONAL COMMITMENT

- Demonstrate high level leadership skills including the ability to hold others to account.
- Be well-organised, meet deadlines and submit reports promptly, modelling an effective work life balance.
- Demonstrate the ability to critically reflect and self-evaluate.
- Be an excellent role model in matters of professional conduct.

## SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the Trust's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

## VARIATIONS

This job description contains many items which are shared across the Central team. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post, but it is important to recognise that the team works closely and supportively to adapt our priorities to the needs of the organisation. As our organisation grows the job description will adapt in response to that growth.



PERSON SPECIFICATION – DEPUTY DIRECTOR OF EDUCATION (SECONDARY)

	Essential	Desirable
<b>Qualifications, Training and Experience</b>	<p>Qualified teacher status (QTS) and appropriate degree level qualification.</p> <p>Further relevant professional and/or academic study and evidence of CPD.</p> <p>NPQH.</p>	<p>Registered Ofsted Inspector or HMI.</p> <p>NPQEL.</p> <p>Experience of working within a Trust.</p>
	Essential	Desirable
<b>Skills and Experience</b>	<p>Experienced headteacher with a proven track record of success, e.g. Good or Outstanding Ofsted judgements.</p> <p>At least five years of proven strong, successful headship experience including Post 16.</p> <p>Evidence of demonstrating a strategic leadership style that is characterised by integrity, creativity, resilience and clarity.</p> <p>Experience of supporting schools in preparation for an Ofsted inspection.</p> <p>Leading and managing people individually and in teams to a high standard.</p> <p>Experience of supporting other leaders to achieve success through coaching or other relevant activities.</p> <p>Strong financial planning and management skills.</p> <p>Managing and improving the curriculum; its development, implementation, evaluation and effective assessment resulting in demonstrable impact.</p> <p>Excellent communication skills and proven ability to listen to, understand and work effectively with the school community.</p>	<p>Knowledge and experience of working within a multi-academy trust.</p> <p>Experience of managing risk across a school and/or trust.</p> <p>Understanding and/or experience of managing finances and ensuring financial sustainability.</p>
	Essential	Desirable
<b>Knowledge and Ability</b>	<p>An understanding and commitment to the Aquinas vision and values.</p> <p>An ability to articulate and translate the Trust's vision and school improvement strategy into practical implementation plans.</p> <p>An ability to drive a culture where outstanding teaching and learning is central to the school's work.</p> <p>An ability to develop and communicate a complex vision in simple and easily understood terms for a variety of audiences.</p> <p>Effective at influencing, negotiating and engaging with others.</p> <p>An ability to lead by example and develop leadership capacity at all levels, through a range of means, including coaching and mentoring.</p>	<p>An ability to facilitate joint practice between schools.</p> <p>Knowledge of new innovations and developments.</p>

	<p>An ability to produce reports which strategically review and evaluate resources and performance.</p> <p>Knowledge of and a proven track record in utilising data effectively.</p> <p>An up-to-date knowledge of current educational thinking and the latest research.</p> <p>A clear understanding of and commitment to promoting safeguarding within the school community.</p> <p>Knowledge and understanding of the statutory frameworks which set out professional duties and responsibilities.</p>	
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**Personal Traits – The Successful Candidate will:**

- Demonstrate optimistic personal behaviour.
- Build positive relationships rooted in mutual respect.
- Have a commitment to valuing, supporting and encouraging the professional development of all staff.
- Be able to build and nurture a strong, positive and collaborative team culture that enables all staff to carry out their roles to the highest standard.
- Be committed to building and maintaining effective and positive relationships with all stakeholders.
- Foster an open, transparent and equitable culture and deal effectively with difficult conversations and conflict at every level.
- Show tolerance and respect for the rights of others, recognising differences and cultural diversity, while upholding the Fundamental British Values.
- Contribute to the flourishing of the wider Trust.

## HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you, if successful in your application, identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	<b>X</b>
Working with children/vulnerable adults	<b>X</b>
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	



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*Contact Details*

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