



JOB DESCRIPTION

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| Job Title: | Assistant Director of Education (Primary) |
| Responsible to: | Deputy CEO |
| Direct Supervisory Responsibility for: | Headteachers in cluster |
| Important Functional Relationships: Internal/External: | TPAT staff, Headteachers, Teachers, Support Staff, Pupils, Students, External Professional Bodies & Visitors |

Main Purpose of the Job:

- To lead a cluster of Trust primary schools to raise standards of education and improve outcomes for pupils, and particularly those who are disadvantaged. To be the direct line manager for the cluster of schools.
- To support senior leaders to raise standards of education through the delivery of school improvement.
- To ensure there is effective deployment of available funds and resources to support the improvement for schools within a cluster.
- To contribute to the development of Trust education strategy for curriculum, pedagogy and assessment. To lead the implementation of this strategy within Trust schools.
- To contribute to the development and implementation of high quality and robust procedures for quality assurance and monitoring of school standards and performance, including the effectiveness of self-review and ensuring the early identification of schools causing concern.

Main Duties and Responsibilities:

- To contribute to the development of Trust strategy for pedagogy, curriculum and assessment. To ensure this strategy is consistently and effectively implemented in Trust schools by providing expertise and capacity to lead its implementation.
- To support and challenge schools to raise standards of education and outcomes and enable the school to meet Trust goals and priorities for curriculum, pedagogy, assessment and pupil outcomes linked to KPI's.
- To ensure that schools are fully supported for success in OFSTED inspections securing at least the expected standard in all areas
- To lead schools (be acting Headteacher) in the absence of the Headteacher
- To lead strategy and implementation on trust priority for Primary schools – e.g.: OFSTED, reading, writing, teaching and learning, foundational skills.
- To work collaboratively with the Director of Education, school leadership teams and Trust school improvement team to deliver high quality school improvement support and compliance in relation to;
 - a. School leadership and management
 - b. Curriculum, pedagogy and assessment
 - c. Monitoring and evaluation of standards
 - d. School improvement programmes

e. Outcomes and school performance

f. Target setting

g. Safeguarding

h. Attendance and Behaviour

i. SEND and adaptive teaching

- To provide expertise and support to deliver Trust improvement programmes in schools including the Advantage programme in line with national and Trust policies and guidelines. To report regularly and accurately on progress and impact of programmes and act on behalf of the Trust to maintain or improve standards where necessary.
- To provide support and advice to school leaders, and teachers regarding the day to day running of schools.
- To contribute to evaluation and monitoring of school standards through development and implementation of Trust systems: ensuring early identification and appropriate prioritisation of school improvement needs.
- To deliver through the Trust's systems and processes, a planned programme of opportunities to share and distribute strength and best practice within educational provision with all schools within the Trust.
- Using Trust, school and relevant comparative data, to ensure that school development plans set ambitious and achievable goals for pupil attainment, teaching, curriculum and assessment, in line with Trust targets. To provide expert support to schools to achieve these goals through a planned programme of school improvement.
- Through Trust systems for monitoring and quality assurance, contribute to the identification of school improvement priorities. To provide effective and targeted support to schools to ensure rapid and sustained improvement where there is potential for or actual cause for concern.
- To provide support for the continuing professional development of leaders and teachers through advice, mentoring, coaching and by leading targeted training events. Where appropriate, deliver targeted coaching and support programmes for teachers and leaders in line with Trust systems.
- To ensure that monitoring and school support activities appropriately prioritise the needs and achievement of vulnerable groups of pupils including those eligible for FSM, those with SEND and CiC in order to promote and achieve the Trust's vision of equitable education and inclusion.
- To undertake school visits and improvement activities within an agreed time allocation and in line with a programme which reflects school, Trust and national priorities for improvement.
- To report on school improvement progress, challenges and next steps in line with Trust systems, ensuring evaluation and reporting is accurate and objective. Ensure information is shared appropriately with Headteachers, other members of the Trust improvement team and Director of Education to ensure a collaborative approach to school improvement.
- To lead innovation and development of Trust strategy by keeping updated on national best practice and using this knowledge to develop strategy and the expertise of school leaders and teachers.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of Trust organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

PERSON SPECIFICATION – Assistant Director of Education Primary

| Person Specification | Essential | Desirable | Recruiting Method |
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| Education and Training | Degree level education. Qualified teacher. | Post graduate qualification in education. Completion of NPQSL/H. | Application Certificates |
| Skills and Experience | At least 5 years' experience as a Headteacher Leadership of the school curriculum, pedagogy and assessment practices across the primary phase. Experience of leading Foundation stage, KS1 and KS 2 with a track record of having led significant school improvement programmes. Experience of leading school improvement in more than one setting and supporting other schools to improve Highly effective teacher with track record of securing positive outcomes for pupils. Substantial knowledge of curriculum requirements including NC. Ability to demonstrate effective deployment of funding and resource to support school improvement. | Senior leadership experience in more than one school. Experience of leading and managing curriculum. Experience of facilitating coaching programmes to support improvement and raise standards. | Application Interview Assessment |
| Specialist Knowledge and Skills | Up to date knowledge and understanding of school QA/monitoring and evaluation systems and self-evaluation. Substantial knowledge of current national developments in education including knowledge of Ofsted framework. Expertise in use of MIS/ school performance evaluation software to enable accurate monitoring and evaluation of standards. Ability to demonstrate how initiatives have impacted on pupil outcomes | Knowledge of how a digital strategy and pedagogy supports raising attainment. | Application Interview Assessment |
| Behaviours and Values | Team player Committed to collaborative school improvement Excellent communication skills including through use of IT Able to manage challenging conversations Well organised and reliable Innovative and creative Committed to inclusion and equality | | Application Interview Assessment |

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