

Tarka Learning Partnership



Job Description

Job Title: Deputy CEO: Director of Inclusion

Salary Range: L24 - 28

Responsible to: The CEO

Responsible for:

In conjunction with the CEO, responsible for Trust effectiveness and specifically for the strategic delivery of school services for inclusion, SEND and safeguarding to the Trust academies, supporting the development of teaching, the curriculum and school leadership.

General Responsibilities:

The Deputy CEO will be an outstanding strategic leader, who is able to support the development of the vision, values and ethos for the Tarka Learning Partnership and who will inspire and empower others to share in achieving it. The Deputy CEO will be accountable to the CEO and the Board of Trustees, taking responsibility for the performance of primary academies within the Trust; a driven leader who will be committed to creating the optimum educational opportunities for all pupils across the Trust. The Deputy CEO will, with the CEO, support the quality assurance of schools and develop CPD opportunities to enhance the quality of teaching and leadership across the Trust.

Strategic

- Develop and support the improvement of the Trust with the CEO in accordance with the Trust Board's and Academies' stated vision, aims, objectives and values.
- Develop and support effective relationships which allow the Trust and its constituent academies to achieve excellence.
- Support the development and review of the Trust's Strategic plan, Annual Improvement Plan and other key documents such as the Trust self-evaluation document including the formulation and review of KPI's.
- Support and develop a culture of constant improvement and be an inspirational leader committed to the highest achievement in all areas of the Trust's work.
- Develop and maintain effective relationships with the Regions Group and Department for Education (DfE), Education and Skills Funding Agency (ESFA), Local Authority, Exeter Diocese, Trustees, Head Teachers and all school staff/trainees and children/young people in order to ensure the success of the Trust and its academies.
- Maintain an outward-facing role with the local, regional, national and international community on behalf of the Trust to further its external relationships with local, regional, national and international schools, and also in support of the individual academies within the Tarka Learning Partnership.

Strategic Leadership – Inclusion and Safeguarding

- Provide Trust-wide leadership in specialist areas relating to inclusion e.g. school improvement, free schools/new schools, SEND and disadvantaged, data and assessment, creating outstanding provision and curriculum development.
- With the Strategic Team and Head Teachers, and under the guidance of the CEO, develop the shared vision and strategic plan for TLP schools, which is responsive to the communities they serve. At the core of this should be the educational and personal development of all pupils, including those with SEND, the disadvantaged, EAL and other additional needs.
- Work with the CEO, TLP Board, Committee Members, and staff to define and implement TLP schools' vision and strategic direction for inclusion so that it is understood and acted upon by all stakeholders.
- Create and implement a strategic plan for inclusion, which identifies key contextual priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement.
- Ensure the sustained raising of aspiration, achievement and attainment is met through an inclusive, sustainable and innovative educational environment in which all pupils are able to achieve success from their starting points.
- Provide strong strategic leadership to ensure that the curriculum and delivery models across TLP schools promote inclusion, behaviour recovery, personal development, restorative and trauma-informed approaches as core principles.
- Ensure that all TLP schools fulfil their statutory duties around safeguarding, attendance, exclusion and the use of alternative provision.
- Ensure that TLP schools achieve their performance targets for inclusion, which includes academic targets for SEND, disadvantaged and pupils with EAL.
- Secure the commitment of parents and the wider community to the vision and direction of the TLP schools and the Trust.
- Act as the Trust's point of contact with Local Authority representatives concerning strategic working with regard to attendance, exclusion and Looked-After Children
- Lead a Trust-wide approach to the commissioning of external services that support the inclusion agenda, e.g. educational psychology, counselling and use of non-TLP alternative provision.
- Work alongside the Executive Team to explore the potential benefits and risks of developing TLP alternative provision(s). Lead and design on the implementation of such provision as is deemed appropriate.
- Identify best practice locally, regionally, nationally and internationally in order to further improve the inclusive practice of TLP schools.
- Act as the Safeguarding lead for the Trust.
- Oversee the annual audit of safeguarding in each academy/school and periodically audit progress.
- Support each school with safeguarding through advice and supporting in consulting external specialists, monitoring CPOMS and where relevant support schools with safeguarding advice.
- Lead on safeguarding policy following national statutory guidance.

Leadership and Management

- Where relevant act as the CEO at meetings, events and when liaising with agencies/external bodies and in particular if the CEO is absent.
- Be proactive and drive the delegated strategic priorities, ensuring that the Trust's strategic plan is fully aligned and in tune with the local academies' plans.
- With the support of the CEO and Chief Finance Officer (CFO) and Chief Operating Officer (COO), contribute to the development of the central Trust team and central service provision and in particular school improvement through the agreed structures and accountability matrix. In addition, through the development, implementation and review of Trust-level policies, achieve the Board's stated objectives and KPI's.
- With the CEO ensure the effective capture of all data to meet statutory and legislative standards.
- Lead, monitor and analyse relevant pupil achievement data including the Trust's systems.
- Provide, with the CEO, motivational and inspirational leadership at all levels of the organisation.
- Support the CEO to ensure the Trust's management and organisational structures are fit for purpose and facilitate continuous improvement.
- Ensure that there are clear school improvement quality assurance systems embedded across the Trust that drive consistency and improvement in performance.
- Achieve effective communication, both internally and externally to the Trust, including liaising with all stakeholders.
- Lead on the school's response to the School Review visits, supporting the individual school action plan and CPD.
- Where required support the CEO with Head Teacher appraisals, leading on objective setting and review with school representatives.
- Update and review the School Improvement strategy handbook and relevant documents.
- Lead some identified teacher/support staff groups to enhance professional development.
- Where relevant mentor, coach and induct TLP staff, demonstrating high-quality performance and approach to these processes.

Resources/Change Management

- Work closely (where relevant) with the Department of Education, the Regions Group, Local Authority, local School/Academy leaders, Local Governing Bodies and the Board of Trustees to effectively manage delegated budgets and resources to achieve KPI's and action planning success criteria.
- Keep abreast of developments locally, regionally and nationally, attending relevant meetings and CPD including changing legislation, new initiatives and changing practice.
- Advise on the allocation of resources across the Trust with the CEO, COO and CFO.
- In line with the agreed Trust models of delegation - select, train, develop, empower and motivate the senior staff of the Trust; appoint associate consultants as appropriate; and support academy Head Teachers in local academy recruitment and staff development.

Teaching and Learning/School Improvement

- With the CEO, be accountable for all aspects of Teaching and Learning and standards across the primary schools in the Trust, set high professional standards and ensure the education vision is understood and embraced.
- With the CEO, be responsible for developing and leading the process for school improvement across the Trust, providing quality assurance and accountability; this will be achieved through a rigorous and robust system of target setting which will be reviewed regularly by the CEO and Deputy CEO, who will report progress to the Trust Board.
- Provide dynamic and strategic direction and leadership for Teaching and Learning across the academies.
- Support a Trust-wide improvement function that will ensure that the individual requirements in each academy's performance are identified and analysed, appropriately costed and prioritised solutions are developed and secured. This includes the commissioning of internal resources through academy-to-academy support and/or external support from a range of providers or individuals who meet strict and agreed criteria for quality, including evidence of effectiveness and impact.

Finance and Procurement

- With the CFO, COO and CEO, and through the most appropriate agreed roles within the Trust structure, negotiate and agree optimum prices with various service providers in order to achieve economies of scale, and to adopt the appropriate procurement process to support school improvement services.
- Develop and implement strategies (where relevant) for the generation of additional revenue and resources for the Trust.

Compliance

- Support through day-to-day working and in accordance with Trust-wide policies to ensure that the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding, Data Protection, those required by Companies House and the Charity Commissioners, and the Master and Supplementary Funding Agreements.

Partnerships

- Support and contribute to a partnership strategy that ensures the Trust and its academies participate in local, national and international education networks.
- Identify key agencies, individuals and groups that could enhance the delivery of the Trust's strategy at local level and build relationships locally, nationally and internationally to secure their support in partnership with the relevant personnel from the academies.
- Share skills, expertise and capacity across the Trust and its academies and embed system leadership practice.
- Build and maintain strong relationships with parents/carers, children/young people, staff, Trustees and Governors across the Trust.

General Responsibilities as a Member of the Trust Central Team

- Fully contribute and participate in Trust-level leadership meetings as required.
- Attend Board of Trustees meetings as directed and deliver presentations on specific areas of focus including initiatives, strategy and outcomes.
- Perform duties in a professional manner and with integrity at all times within the role of the job.
- Undertake any other reasonable duties as may be required from time to time that are within the level of the post on the direction of the CEO.
- Adhere and comply with all school and Trust policies.
- Be responsible for own training and development needs and participate in training opportunities in line with the needs of the Trust.
- Lead or support Trust investigations, first committee or appeals processes for HR and pupil discipline cases where relevant.
- All roles within the Tarka Learning Partnership require post holders to work with children and young people. All staff must adhere to the Trust's safeguarding practices and have an up-to-date knowledge of this agenda to ensure all children are safeguarded while in the care of its schools.

The provisions in this job description support the delegation of duties from the Board or CEO where relevant and suitable to pay scale and following discussion with the CEO/ Trustees.

This job description will be reviewed annually to reflect the plans, growth and development of the Trust.