



JOB DESCRIPTION

Director of Education

RESPONSIBLE TO:	CEO
LINE MANAGEMENT OF:	Headteachers
CONTRACT:	Fixed term for 2 years

Our Mission

Our mission is to create schools where learning is unstoppable and aspirations have no limit, enabling all children to flourish, no matter what their starting point or needs. Everyone in ACT MAT takes collective responsibility for success across the Trust and we work together to bring about the best outcomes across all our schools. We ensure that there is equality of experience and opportunity for all children, no matter which school they attend.

Schools within the ACT Trust will ensure that all pupils, whatever their educational needs, receive appropriate educational provision through a broad and balanced curriculum that is relevant and differentiated, and that demonstrates coherence and progression in learning. We believe in Inclusion, Diversity and Equality - setting high aspirations to inspire all students to succeed at their individual level, in an environment we have helped sustain.

JOB PURPOSE

We are in search of an inspiring educational leader, who is committed to the best personal and educational outcomes for every child in every school in our MAT and whose professional expertise will guide and lead all our school leaders towards realising the vision of our unique ACT schools.

The key purposes of the role are:

To provide ambitious and innovative leadership and strategic direction to ensure the highest quality teaching and learning that embodies the unique ACT ethos and vision in all our schools.

To provide leadership on all matters related to development of educational policies, teaching and learning, school improvement strategies as well as curriculum development and planning across all the schools within the MAT.

To be the expert advisor on all Education and inspection matters to the Chief Executive and the Board of Trustees and provide professional advice and guidance to ensure that the Multi-Academy Trust fulfils its obligations.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the CEO.

The allocation of duties is provisional and is subject to regular review.

Ethics and Professional Conduct

As a senior executive leader in our Trust, the Director of Education is expected to demonstrate consistently high standards of principled and professional conduct. They should always uphold and demonstrate The Principles of Public Life (The Nolan Principles). The Director of Education is responsible for upholding public trust in our Schools and the Trust as a whole and should maintain high standards of ethics and behaviour. The Director of Education should serve in the best interests of the Trust's pupils, conducting themselves in a manner compatible with their influential position in society. a. To model the ACT values and behaviours in all your work and ensure the vision and values of the Trust are clearly articulated, shared, understood and acted upon by all you lead and manage.

Key accountabilities:

1. Quality of Education – Leading teaching and learning and standards

- a. Pursuing excellence and equity through tackling educational inequality, upholding and securing ambitious educational and behavioural standards for all pupils; robustly tackling underperformance at all levels.
- b. To champion, promote and articulate the vision, ethos and values of ACT, as embodied in approach, to ensure that there is a shared understanding which is lived out by all those who report directly to you to ensure a high quality of education.
- c. Champion and support the most disadvantaged and those with additional and special educational needs and disabilities within a safe and secure environment to ensure they consistently have the very best educational opportunities working with the Director for Inclusion and Safeguarding.
- d. Enable the Trust to establish and sustain a broad, rich and coherent curriculum entitlement for all pupils, supported by effective curricular leadership and delivered through high quality teaching in all the academies.

- e. Ensure that there is high quality, expert teaching in all academies built on an evidence-informed understanding of effective teaching and how pupils learn.
- f. Ensure rigorous, robust school and Trust wide self-evaluation and ensure that priority areas for improvement are identified and all staff work rigorously to address them.
- g. Work with school leaders to lead teacher research across the Trust enabling schools to engage with appropriate evidence-based strategies for improvement ensuring their precise implementation, their impact rigorously evaluated and those that are successful are developed across the Trust.
- h. Establish and co-ordinate CPD across the Trust so that expertise is shared and talent grown.
- i. Develop and sustain effective networks within the Trust and wider educational community so they positively impact of attainment and progress of all learners/pupils.
- j. Provide strategic leadership and management and work collaboratively with the Director of Inclusion and Safeguarding to deliver against set objectives to implement the educational vision.
- k. research and initiatives in relation to Education pedagogy, Ofsted inspection framework and ensure that there is a shared understanding of the impact of these

2. Developing self and working with others

- a. Forge strong relationships with our key partners including the Diocese, the Regional School Commissioners office, the DFE, the LA, the Teaching school hub and other trusts across the region.
- b. Ensure the development of, and maintain effective strategies and procedures for staff induction, professional development, and performance review;
- c. Promote and maintain a culture of high expectations for self and others;
- d. In collaboration with the CEO, directly line manage Headteachers and Heads of School across the Trust.
- e. Ensure effective planning, allocation, support and evaluation of work of teams and individuals;
- f. Regularly review own practice, set personal targets and take responsibility for own development.

3. Managing the organisation

- a. Work alongside the CEO in day-to-day management of the Trust, troubleshooting and responding to issues as they arise;
- b. Work with the Central Team to develop Trust plan and to secure resource and support for individual schools;
- c. Ensure evidence-based improvement plans and policies to promote continuous improvement;
- d. Recruit, retain and deploy staff appropriately.

4. Accountability and Governance

- a. Promote a culture of accountability that is recognised and accepted as an essential element of improvement at all levels and across all aspects of our schools;
- b. Understand the role of relevant regulatory bodies and ensure the local governing bodies and schools respond to their requirements;
- c. Understand and welcome the role of effective Trust governance, upholding the obligation to give account to the ECM Standards Committee and to the Trust Board;
- d. Present a coherent and accurate account of the performance of all schools as appropriate in a form appropriate to a range of audiences;
- e. Ensure that school leaders and all staff recognise that they are accountable for the success of all our schools and the ACT Multi Academy Trust as a whole;
- f. Ensure that parents and pupils are well informed about the curriculum, attainment and progress, and about the contribution that they can make to achieve the schools' targets for improvement;
- g. Provide advice and support to Headteachers and Heads of School, liaising with the local authority and working with other agencies as necessary in order to ensure child protection and safeguarding concerns are dealt with promptly and effectively.

5. System Leadership and community responsibility

- a. As a system leader, provide support for schools outside of the Trust as necessary in order to make a difference to the lives of children beyond the organisation;
- b. Promote and enable ways in which the schools and their local governing bodies engage meaningfully with their communities and are responsive and accountable to them.
- c. In line with the Trust's values, work with community partners and stakeholders in the local area to contribute to the Public Good, advocating for children and families.
- d. Foster and engage in the collective leadership of the sector building a strong local system for our schools to address disadvantage and improve the quality of education for all pupils
- e. Provide a clear direction and vision for the Christian distinctiveness of the Trust.

GENERAL

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and adhere to all of ACT's policies and procedures and comply with their contents; raising any concerns in a timely manner.
- Be aware of, support and ensure equality for all.
- Contribute to the overall ethos/work/aims of ACT.
- Attend and participate in relevant meetings as required.
- Perform any other such duties as the CEO may from time to time determine.



PERSON SPECIFICATION EDUCATION DIRECTOR

The person specification outlines the main skills, knowledge and personal attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Experience/knowledge/qualifications	Essential	Desirable
Qualified teacher status	X	
Educated to at least degree level	X	
To hold a higher degree		X
Significant leadership experience at a senior level in education provision with a proven track record of achieving consistent improvement in this sector	X	
A proven track record of successful, senior education leadership in more than one setting and in supporting schools to move towards outstanding status	X	
Relevant experience in delivering effective innovations in curriculum and pedagogy that have led to improvements to meet the diverse needs of all	X	
A secure, deep and broad knowledge and understanding of current education issues gained in a suitably wide range of settings across both primary and secondary	X	
An effective approach to managing people demonstrating an appropriate balance between empowerment, support and assertiveness	X	
Excellent understanding of the Ofsted framework	X	
An understanding of the key stakeholders in education and the operational and political context of each	X	
Understand what constitutes high quality educational provision, the characteristics of highly effective schools and strategies of raising standards and achievement of all pupils	X	
Experience in using assessment data to generate intervention work	X	
Excellent knowledge of IT systems and fully proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail	X	
Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills	X	
Experience in effective collaboration with external agencies	X	

Ability to effectively implement safeguarding legislation and develop a culture of safeguarding awareness, risk assessment and management	X	
Substantial commercial awareness and budget management skills as well as an understanding of the relationship between financial and human resources and educational outcomes		X
Personal qualities and attitudes	Essential	Desirable
Demonstrates a passionate commitment to ensuring all children are cared for, given opportunities to shine and achieve educationally	X	
Strategic thinker and excellent leadership qualities	X	
Has the ability to develop confidence among colleagues because of strong educational expertise, an up-to-date knowledge of educational theory and evidence and inculcates the ACT values	X	
Ability to actively build constructive and open relationships with networks of colleagues, contacts and organisational partners and to work collaboratively as a collegiate team player, valuing all regardless of status.	X	
Demonstrate high expectations which inspire, enthuse, motivate and challenge colleagues to deliver outstanding education for all pupils	X	
Ability to write in a confident, sophisticated, accurate manner, for a specific context and circumstances	X	
Excellent communicator able to identify and use appropriate styles and methods, including digital channels, appropriate to the audience	X	
Ability to demonstrate resilience with evidence of overcoming obstacles and personal or professional challenges	X	
Can reflect on their own work in analytical ways, acknowledging where mistakes happen and be able to constructively work with themselves and others in finding solutions		
Demonstrates curiosity and open mindedness in dealings with all people, ideas and educational theories and evidence	X	
Is committed to ensuring equality of provision and to strive to meet the needs of diverse communities so that everyone feels welcome and included.	X	