



Director of Education  
Recruitment Pack

April 2022



## **INTRODUCTION FROM SHARON MULLINS, TRUST LEADER**

Dear Applicant,

Thank you for your interest in becoming our Director of Education at Embrace Multi Academy Trust.

This is an exciting time for us as a trust and we are seeking a new member of our executive team to lead school improvement, education and learning for all our pupils/students.

At Embrace, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, bespoke visits help us to strive for the very best outcomes across all our schools.

We are ambitious for our schools and children. This means we are committed to ensuring excellent teaching and learning with high quality activities and experiences. Our headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts.

As a trust, we believe in working together to share excellent practice whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way our schools can ensure that the curriculum and wider opportunities and experiences engage and motivate our pupils/students.

Working at a trust with a secondary school and seven primaries you will need to be able to demonstrate an understanding of school improvement across all age phases.

The role will demand close working partnerships with all of our schools and stakeholders, whilst liaising closely with other central team members and myself as trust leader.

This is an excellent opportunity to join a growing trust and be able to shape our future.

If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.

Many thanks

Sharon Mullins  
Trust Leader



## **INTRODUCTION FROM RUSSELL ANDREWS, CHAIR OF TRUSTEES**

Thank you for your interest in this new role of Director of Education.

This is an exciting time for Embrace Multi Academy Trust. After steadily building a strong platform since our formation as a multi academy trust three years ago, we are now anticipating a phase of growth and this role will be central to our ability to offer a high level of support to our schools and others who wish to join us in partnership.

Embrace is a vibrant set of schools with a dedicated group of headteachers and staff, well supported by a skilled and hard-working central team. We have a mix of Church of England and non-church schools plus a combination of primary and secondary phases, and we aim to put the concept of 'embrace' at the centre of all that we do.

While we operate as a family of schools, we are also very clear that each school will retain its own individual sense of identity in order to best serve its community. Above all, we seek to put children and young people at the heart of all we do.

We have strong support from the DfE, the ESFA and the Diocese of Leicester for our plans to add more schools to our trust and we are looking now for an experienced leader to join Embrace and help take us forward.

Kind regards

Russell Andrews  
Chair of Trustees



## **THE TRUST AND OUR SCHOOLS**

### **Embrace Multi Academy Trust**

Formed in April 2019, we are a majority Church of England trust located in south Leicestershire. Our central shared service team has an office situated in a separate building within the site of Croft CE Primary School.

We are a growing trust of eight schools, which work collaboratively to promote and share good practice to raise educational outcomes for all of our children. We support our schools through the work of our shared service team, allowing schools to focus on their core purpose of teaching and learning. We have developed key networks as part of school improvement across the trust, which enable our leaders and schools to work together through school-to-school collaboration and ensure that schools receive all the support they need.

We are passionate about our people at Embrace and wellbeing is a key priority, both for children and adults, across the trust. We are committed to providing high-quality professional development and training opportunities for our members of staff and believe this is a key element to their professional growth and improving outcomes for children and young people

### **Arnesby CE Primary School**

Arnesby Primary is the smallest school in the trust with pupil numbers of 65. It was last inspected in 2018 and was rated 'Good'. It converted to academy status in April 2019 when it joined Embrace. The school holds a variety of sporting accolades with 2019 being an exceptionally good year, winning the Small School Swimming Gala and gaining the PE and Sports Premium Award, School Games Award and School Games Gold.

The school also has strengths in the arts and currently awaits recognition of this in the form of the Artsmark Award, which recognises the effort of its teachers in incorporating rich opportunities within the curriculum.

### **Brockington College**

Brockington College is a Church of England mixed secondary school in Enderby, Leicestershire. The school became an academy on 1 August 2012. Previously a middle school for pupils aged 11 to 14, the school changed to become an 11 to 16 secondary school in September 2015. The school was last inspected in late 2017 and was rated 'Good'.

Established in 1957, Brockington College is proud to be a successful, Church of England 11-16 provider, seeking to cultivate the intellectual, creative, social, physical, moral, and spiritual development of all their pupils. The college believes that each child has a God-



given, unique identity and together, each member of the school community plays a crucial role in realising its vision of 'Learning to Live Life to the Full'.

### **Croft CE Primary School**

Croft Primary converted to academy status in April 2019, joining Embrace at the same time. It was last inspected by Ofsted in September 2016 and was rated 'Good', and a more recent SIAMS inspection rated the school as 'Outstanding'. Croft Church of England Primary School is a small, caring school in the heart of a wonderful community.

Proud of its Christian ethos and values the school sets out to ensure that children will leave having experienced lots of exciting learning opportunities, excelling academically and socially and with the feeling of being an important part of a caring Christian community.

### **Huncote Primary School**

Huncote Primary converted to academy status in 2012 and joined Embrace in April 2019. The school has recently undergone an Ofsted inspection, the outcome of which is awaited. Huncote Primary is currently the only non-church school in the trust, but very much embraces the ethos and values held by the trust.

Huncote Primary School is a warm and welcoming school at the heart of the village community with over 180 pupils at the school. Children younger than this usually attend the Community Association Playgroup, which takes place in the community centre attached to the school.

The school building is modern and well-maintained with classrooms that are well-equipped to a high standard. The grounds of the school are very attractive and contain a trim trail, garden area, amphitheatre, and quiet shelter as well as a multi-surface, bright, modern playground area. The playing field is large enough to accommodate a football pitch and a running track in the summer.

### **Manorfield CE Primary School**

Manorfield Primary School converted to academy status in April 2019 when it joined Embrace. Last inspected in 2017 it was rated as 'Good'. Based in Stoney Stanton, Manorfield is one of largest primary schools in the trust with over 400 pupils and growing.

At Manorfield Primary, every child is part of the Manorfield family. The aim is to offer children an exciting curriculum that nurtures a love of learning, as well as developing them as individuals. School staff are caring and consider each child as unique. The school aims for its children to become caring, sharing, and inspiring individuals who care about themselves, as well as the people and world around them.



### **Sherrier CE Primary School**

Located in Lutterworth, Sherrier Primary joined Embrace in June 2019, when it converted to academy status. Sherrier is a school of around 400 pupils, and it was last inspected in late 2016 and was rated as 'Good'.

The school has high expectations of behaviour and achievement, and encourages all types learning, including academic, personal, and learning that takes place outside of school. The children are taught to be well-mannered and respectful as well as to think for themselves. All these qualities are built on in day-to-day teaching and within a way of working the school calls P4C (Philosophy for Children).

### **St Peter's CE Primary School**

St Peter's Primary School is based in the heart of Whetstone, where it has enjoyed a long history since its original site opened in 1864, celebrating its 150th birthday in 2014. Converting to academy status in April 2019 as it joined Embrace, it is school of over 220 pupils. It was last inspected in late 2017 when it was rated as 'Requires Improvement'.

The curriculum aims to inspire pupils to develop a love of learning through a topic-based approach with regular enrichment opportunities, events, and trips, as this allows pupils to achieve their full potential and to be confident and ready for the next stage of their learning.

Outside of the school day, pupils enjoy a large range of sports and activities. The school is lucky to have the strong support of parents in the PTA who run school events and fundraise to enrich the life of the school.

### **Swinford CE Primary School**

Located close to Lutterworth, Swinford Primary School converted to academy status in April 2017 and joined Embrace in January 2021. Last inspected in January 2020, it was rated as 'Good'.

The school provides a distinctive Christian education for its children within a broad and ambitious curriculum, and links with the local community help to shape teaching and learning at Swinford. A family atmosphere is at the core of all they do - learning together, playing together, achieving together and celebrating together.

Children at Swinford Primary are happy, confident, and responsive. They understand how their behaviour affects others and that courtesy and respect are important values for life. The school promote and enjoy close contacts with parents/carers and strive to work in partnership to enhance their children's education.



# Embrace Multi Academy Trust

*'Learning for Life'*

## DIRECTOR OF EDUCATION

*Full time (52 weeks), permanent, based at the School Bungalow, Croft Primary School, Brookes Avenue, Croft, LE9 4GJ*

**Salary:** Grade 17 (£75,??? - £85,???)

**Required:** For start of 2022/23 academic year or as soon as possible after that

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Embrace Multi Academy Trust is seeking to appoint its first Director of Education to lead, manage and co-ordinate primary and secondary school improvement across the trust. You will take responsibility for the work of school improvement, quality assurance, standards, and overall effectiveness across all schools in the trust, working closely with the trust leader and ensuring that your role responds to the trust's needs and delivers the trust's visions and aims.

With your track record of successfully leading school improvement, you will be able to fully utilise your extensive understanding of teaching and learning and how to raise standards for all; including disadvantaged and SEND.

### Why Embrace?

- We offer the opportunity to be part of a cohesive, friendly and skilled team.
- We value all members of staff alongside professional and supportive staff relationships.
- We focus on staff wellbeing and provide access to wellbeing support services, a dedicated wellbeing website and employee discount schemes.
- We support professional development via in-role training to develop your skills and knowledge.
- We have flexible working opportunities.

### Why you?

- You are an experienced leader and have a good understanding of education across all age ranges, in particular KS3 and KS4.
- You are highly organised and an effective communicator.
- You have the expertise, energy, and enthusiasm to support the development and improvement of teaching and learning across the schools in our trust.
- You have commitment to partnership working across our schools and with external stakeholders.

Embrace Multi Academy Trust was formed in April 2019 and is a Church of England majority trust, built upon the importance of positive relationships amongst all involved. Our schools retain their own individuality but the trust is always there to provide advice, guidance and support for each school. Our schools work well together and support one another in raising standards.

**Closing date for applications:** 23 May 2022 at 9am

**Interviews to be held:** 26 & 27 May 2022

References will be requested for all shortlisted applicants before interview.

Further details are available via Eteach or from the vacancies section of the Embrace Multi Academy website at [www.embracemat.org/vacancies](http://www.embracemat.org/vacancies). Informal enquiries to [admin@embracemat.org](mailto:admin@embracemat.org)

The post is considered to be regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behaviour, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

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*Embrace Multi Academy Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment.*



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| <b>Academy:</b>                             | <b>Embrace Central Team</b>  |
| <b>Job Title:</b>                           | <b>Director of Education</b>   |
| <b>Grade:</b>                               | <b>17</b>  |
| <b>Responsible To:</b>                      | <b>Trust Leader</b>  |
| <b>Responsible For:</b>                     | Secondary and Primary Improvement Leads and / or appropriate consultants / education advisers.   |
| <b>Key Relationships/<br/>Liaison with:</b> | Central trust executive team, trust headteachers/principals and SLTs, improvement leads, DSLs, school staff, trustees and local governing boards, external bodies and support services, such as; local authority, Diocesan Board of Education and, consultants.  |
| <b>Job Purpose:</b>                         | The key purpose of the Director of Education is to effect consistent improvement across Embrace Multi Academy Trust (EMAT) in order to secure the very best for pupils. In addition, a core focus of this role is the achievement of disadvantaged pupils across the Trust. The Director will lead, manage and co-ordinate the work of all colleagues involved in school improvement including the primary and secondary improvement leads. Have a strategic overview of school improvement across the trust alongside the trust leader, improvement leads and trustees. To take overall responsibility for the work of school improvement, quality assurance, standards, and overall effectiveness across all schools in the trust. |

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Key responsibilities – trust level**

1. Lead the trust's data and quality assurance activities to ensure that EMAT has live, accurate and forensic data on school performance, including attainment, progress, absence, and behaviour data, and ensure that all DfE, Ofsted, SIAMS, Board and central team requirements for data are met.
2. Using the information from forensic analysis of in-year progress across schools, strategically plan and manage the delivery of the school improvement offer to the trust's schools including the work involving consultants and education advisers.
3. Lead and oversee the development of, and support for, pedagogical research.
4. Take responsibility, with the trust leader and school improvement lead(s), for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the very best possible outcomes.
5. Take strategic responsibility for promoting innovation in learning and teaching within the wider agenda for enhancement of the pupil experience.





6. As part of the central trust team, develop, implement, and evaluate policies and practice, specifically those which focus on school improvement, teaching and learning and leadership development.
7. Identify and work with others at a senior level to identify opportunities and strategies for improving the learning experience of pupils.
8. Develop effective communication styles to influence strategic direction and operational objectives.
9. Understanding of the financial, legal, and political context of local government and its partners.
10. As required, to collate and provide information required for the annual report.
11. Represent, as required, the trust at meetings with the DfE, RSC and other parties.
12. Develop strategic partnerships and relationships (including business links and teaching school) that will further support the work, benefit, and improve the effectiveness of our academies and the trust.
13. Be an active and effective contributor to the trust central team and be in attendance and contribute to board meetings.
14. Lead on all arrangements to support the work of the board of trustees (meeting as the standards committee).
15. Provide strategic advice, and professional expertise and insight into the trust's growth strategy, including involvement in the due diligence process for new schools.
16. Contribute to and support the delivery of the trust's Strategic Plan and commensurate to the role, to undertake trust wide projects as required.
17. Have oversight of the school improvement budget.

### **Key responsibilities – school level**

18. Support and challenge schools to improve student and staff performance and behaviour. Ensure challenging school targets are set and met.
19. Support schools to implement an exciting, stimulating and challenging curriculum for all pupils.
20. Support and develop the talent of trust staff and ensure high quality leadership within trust schools. Keep the trust leader up to date with school progress and development.
21. Direct and ensure improvements in achievement for disadvantaged pupils.
22. Provide advice and deliver challenge on a range of school improvement activities and issues that often require high-level problem solving skills and innovative, creative solutions.
23. Develop collaborative work between academies relating to school improvement and work with the trust leader to develop and disseminate highly effective practice across the trust in all phases.



24. Use initiative to solve a wide range of issues, e.g. providing creative responses to new developments in learning and teaching; initiating activity when changes to the service would result in improved performance.
25. Propose and enact constructive ways of responding to strategic and operational drivers and work effectively across the trust on the ongoing development and delivery of learning and teaching activity to meet the needs of pupils and other stakeholders.
26. Ability to provide inspirational vision and leadership to headteachers, teachers and LGBs. Raising standards of achievement and improving the quality of teaching, management and leadership in schools and ensuring high-quality provision and continuous improvement.
27. Keep abreast of National Policy and Practice and in turn provide timely policy updates to headteachers and LGBs ensuring that they are current, informative, and enhance our shared values and identity.
28. To champion and promote EMATs goals, mission and values, and create a sense of belonging to the trust among our academies.
29. To contribute to and facilitate the professional development of staff, leaders, ECTs and trainee teachers.
30. Be actively involved in the recruitment process of senior colleagues at each academy.
31. To support the appraisal and performance related pay procedures for headteachers.
32. To ensure that consideration of headteacher and teacher workload remains a central consideration across the trust.

### **SPECIAL FACTORS:**

**Subject to the duration of the need, the special conditions given below apply:**

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars, or other meetings as required by their own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is subject to an Enhanced DBS check regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Embrace Multi Academy Trust and the academies which form part of that seek to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

The post-holder is also required to undertake such other duties and training as may be required by or on behalf of the school, provided that they are consistent with the nature of the post.



**Academy:** Embrace Central Team

**Job Title:** DIRECTOR OF EDUCATION

**Grade:** 17

|  | Essential                                 | Desirable | How assessed |
|--|---|-----------|--------------|
| <b><u>Qualifications</u></b> <ul style="list-style-type: none"> <li>Masters or higher-level qualification such as NPQH.</li> <li>Degree.</li> <li>QTS.</li> <li>Demonstration of commitment to ongoing professional development.</li> </ul>  | ✓<br>✓<br>✓                               | ✓         | App/Doc      |
| <b><u>Experience</u></b> <ul style="list-style-type: none"> <li>Successful experience of providing school improvement support to other schools.</li> <li>Track record of successfully leading school improvement as demonstrated by Ofsted judgments and / or student outcomes over time.</li> <li>Extensive understanding of teaching and learning and how to raise standards for all; including disadvantaged and SEND.</li> <li>Experience of leadership in a good or outstanding school / academy / trust.</li> <li>Successful leadership of a school through inspection / external scrutiny processes.</li> <li>Effective development of teams and leaders with impact on standards.</li> <li>Successful challenge of underperforming staff.</li> <li>Leadership of innovation / change management with evidence of positive impact.</li> <li>Evidence of collaboration with external organisations.</li> </ul> | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |           | App/Ref/Int  |
| <b><u>Knowledge</u></b> <ul style="list-style-type: none"> <li>Excellent knowledge and recent leadership experience of secondary and primary education.</li> </ul>   | ✓<br>✓                                    |           | App/Ref/Int  |



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|---|-----------------------------------|--|-------------|
| <ul style="list-style-type: none"> <li>• Knowledge of a wide range of school improvement strategies.</li> <li>• Ability to think and plan strategically and creatively to solve problems.</li> <li>• Keen understanding of all relevant data; ability to analyse forensically and use analysis to inform improvement planning.</li> <li>• Strong knowledge and understanding of external assessment / examination and reporting measures.</li> <li>• Understanding of, and ability to implement rigorous self-evaluation.</li> </ul>  | ✓<br><br>✓<br>✓<br><br>✓          |  |             |
| <b><u>Skills and Competencies</u></b> <ul style="list-style-type: none"> <li>• Excellent written and oral communication skills.</li> <li>• Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy.</li> <li>• Awareness of the importance of regular and transparent communication with colleagues.</li> <li>• Able to produce high-quality, concise, and logical written reports.</li> <li>• Ability to enthuse and motivate all staff enabling them to carry out their roles to the highest level through appraisal and CPD.</li> </ul> | ✓<br><br>✓<br><br>✓<br>✓<br><br>✓ |  | App/Ref/Int |
| <b><u>General Circumstances</u></b> <ul style="list-style-type: none"> <li>• Ability to relate to and promote the ethos of the trust.</li> <li>• Excellent attendance and punctuality</li> <li>• Current full UK driving licence or ready access to a vehicle to enable travel across a multi-site environment.</li> </ul>  | ✓<br><br>✓<br>✓                   |  | App/Ref/Int |
| <b><u>Factors not already covered</u></b><br><br>Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.  | ✓                                 |  | Med         |