



Director of Education *(Special Schools)*

CANDIDATE INFORMATION PACK

What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Director of Education (special schools) position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time as our Trust continues to grow.

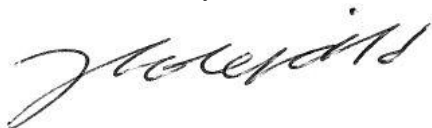
We are eager to appoint an individual with a passion and commitment to improving the lives and opportunities of children and young people with a wide range of needs, including special educational needs and challenging behaviour. The ideal candidate will have a strong base of relevant experience and will have the skill and enthusiasm to be part of the Trust central team, supporting the delivery of our Education, Development and Improvement Framework (EDIF) within Esteem Multi-Academy Trust and the local/wider region.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Clive Lawrence, OBE (Chief Education Officer), on 01623 859886, via email to HR@esteemmat.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer



About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of fourteen special schools and alternative provisions (AP's), plus one mainstream primary school, based in the East and West Midlands. Most of our pupils have special educational needs and/or disabilities or are disadvantaged.

Inclusion is at the heart of our culture and ethos, and we are ambitious about being one of the leading trusts within the region for SEND expertise and outreach provision. Esteem Academies believe that through coloration, sharing expertise and supporting one another, we are 'Stronger Together!'

We are a trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support; including SEND expertise, to our academies and to other schools and local authorities

Our trust has three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

1. We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
2. We will deliver high standards and value for money from our support services, resources, estate and technology.
3. We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

We really value each school's unique identity, which reflects the diverse needs of the pupils and the community that each school serves. It is therefore important to us that our pupils feel they belong to their local community. This is why we believe that our schools need leaders and governors who are experts in understanding their local school context.

Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils. Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

Further information about Esteem can be found on the website at www.esteemmat.co.uk



The advertisement

Job Title: Director of Education - Special Schools

Location: Esteem Multi Academy Central Offices are based at Lake View Drive, Sherwood Park, NG15 0DT. This role will require regular visits to all our school sites.

Salary: Leadership Grade Points 25-29 £89,830 - £99,067

Start date: Easter 2025

Contract: 37 hours per week, all year round

This role comes at an exciting time for our Trust as we continue to rapidly grow and develop across the East and West Midlands. Esteem MAT currently has fourteen special schools and alternative provisions (AP's), including one mainstream primary school with an ERF for children with autism. We have big ambitions to become one of the leading trust's nationally for SEND, as we look to expand further in neighbouring regions, to provide a 'world-class' education system for children and young people with SEND.

You will be an experienced Headteacher/Executive Headteacher of a special school. Alternatively, you will have relevant experience of evaluating the performance of special schools in a comparable role, such as an HMI, Ofsted inspector or LA/MAT school improvement advisor.

We seek an exceptional individual to support the delivery of our Education Development and Improvement Framework (EDIF), with a focused determination to drive educational outcomes for pupils with SEND. You will have a forensic focus on the progress and experience of every pupil. Extensive knowledge and understanding of current evidence-based strategies for improving the quality of education in special schools, and the ability to ensure the effective implementation of these strategies, is essential. You will be committed to ensuring every pupil is provided with a high quality and inclusive education within our schools.

This will be a demanding but incredibly rewarding role. You will work alongside, be fully supported, and warmly welcomed by an exceptionally talented central education team. The team is strategically led by our Chief Education Officer, Clive Lawrence, OBE. The central education team also includes a Director of Education (AP specialist), Director of Safeguarding, Data Manager, plus a wider team of school improvement advisors and family support staff.

The successful candidate will manage their own diary, providing improvement and quality assurance work to our schools based upon 'educational risk'. In addition, the role will entail some outward facing work, as and when commissioned by the DfE, LA's and other MAT's. Given the current educational/SEND landscape, we are wanting someone who will fully engage with policy development, initiatives and research at a local and national level.



Benefits include Teachers' Pension Scheme, mileage allowance paid at 45p per mile, Westfield Health membership, access to a range of CPD opportunities, some home based working.

For further information, including an informal discussion about the role or to visit our trust, please contact Clive Lawrence, OBE (Chief Education Officer), on 01623 859886, via email to HR@esteemmat.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website. CV's alone will not be accepted.

Closing date for applications: Sunday 24 November 2024 (23:59)

Shortlisting: Monday 25 November 2024

Interview date: 11, 12 or 13 December 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Director of Education (special schools)

Esteem Multi-Academy Trust

Post Title:	Director of Education (special schools)
Location:	Esteem Multi-Academy Trust
Purpose:	<ul style="list-style-type: none"> • Overall responsibility for the work of improving academy educational standards and effectiveness. • To act as Trust senior educational adviser, leading, supporting and challenging in all areas of educational improvement. • Implementing the trust Education Development and Improvement Framework (EDIF), CPD opportunities and school improvement networks within the Esteem Multi-Academy Trust (and the local and wider region).
Reporting to:	Chief Education Officer (CEdO)
Responsible for:	<ul style="list-style-type: none"> • Monitoring the improvement of standards and quality of education in Esteem Multi-Academy Trust and ensuring a performance culture is embedded across all academies. <p>Line management of:</p> <ul style="list-style-type: none"> • A group of Headteachers • A group of SIDA's
Liaising with:	<ul style="list-style-type: none"> • The Trust Board • CEO / CEdO • The Executive Team (other Academy Headteachers) • Local Authorities • External partners and stakeholders
Salary/Grade:	£89,830 - £99,067 (Leadership 25-29)
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<ul style="list-style-type: none"> • Monitor the performance of academies; agree challenging and meaningful targets for improved outcomes by supporting the development and implementation of robust self-evaluation and academy improvement plans/strategies. Take a more specialist role across our special school portfolio, but required to work across all of our academies (special, AP and mainstream primary) • Ensure that the necessary actions needed to bring about improvement are implemented quickly and effectively, and that such actions have the required impact.

- Alongside the CEo, hold school leaders to account for the educational performance of their schools.
- Make accurate judgments on schools within the Trust using first-hand knowledge from visits, documents, discussion, observations and data to ensure all the Trust academies receive the correct programme of support.
- Hold headteachers to account for their performance linked to the implementation of the Trust's Education Development and Improvement Framework (EDIF)
- Contribute to headteachers' performance management on behalf of the CEO/CEo
- Make accurate judgements on all schools who wish to join the Trust to ensure robust due diligence.
- Provide thorough, accurate and up-to-date reports on school standards and effectiveness within the Trust to the CEO/CEo, Executive Team, Local Governing Boards and the Trust Board.
- Work with the Trust Headteachers and their SLTs to ensure appropriate and innovative curriculum and programmes of study
- Analyse a range of data and support academy leaders in the interpretation and use of data to challenge and support individual academies to raise standards.
- Provide an objective review of academy performance data by benchmarking against national statistics, local statistics and other settings with relevant demographics.
- Lead the promotion and development of improved use of ICT within the curriculum.
- Oversee the deployment of educational improvement providers and intervention strategies across Esteem MAT.
- Support the development of collaborative improvement work between academies.
- Support the management and development of a MAT 'Therapy Service' in liaison with Headteachers, specialist staff and external agencies.
- Be responsible for the performance management of allocated staff
- Liaise with local school improvement services in the region and develop strategic partnerships (including business links) that will further support the work and effectiveness of the academies.
- Maintain knowledge of local, national and international policy, practice and research in relation to schools and academies and advise accordingly.
- Maintain an up to date working knowledge of how local authorities operate in which Esteem academies are based. Work in close partnership with LA's to support the Trust's work
- Be actively involved in the recruitment process of senior colleagues at each academy.
- Support academy and Esteem MAT Ofsted Inspections.
- Support the development, agreement and monitoring of improvement planning for academies following Ofsted inspections.
- Design and deliver career/leadership development programs within the Trust for staff at a range of levels
- Work in partnership with Universities, Teacher training, Teaching School Alliances, Partners Trusts, Colleges, Local Authorities, Education partnership, Diocese, DfE and Ofsted.

	<ul style="list-style-type: none"> • Ensure business continuity in Trust academies in the absence of Headteacher or Senior Leaders. • Work with the CEO, CEo, Dep CEO and Trust Board to produce, monitor and evaluate the Esteem MAT strategic plan, Education Development and Improvement Framework (EDIF), workforce strategy and associated priorities. • Manage any allocated budget for school improvement. • Represent Esteem MAT as a member of the central education team, working with local authorities, local and national professional networks and other partner agencies.
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Other Generic Responsibilities:

<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development. • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO/CEo to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Director of Education (special schools) Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Substantial experience as a Headteacher/Executive Headteacher of a special school, or alternatively, experience of evaluating special schools in a comparable role such as an HMI, Ofsted inspector or School Improvement Advisor within a LA or MAT • Significant successful school improvement experience • Substantial successful teaching experience • Thorough knowledge and understanding of special schools, alternative provision and SEND in mainstream schools, phases of education • Experience of appraising the work of others • Successful development of school strategic vision and stakeholder engagement • Track record of planning and delivering successful CPD to teaching and non-teaching staff at all levels
Desirable	<ul style="list-style-type: none"> • Other professional qualifications (Including NPQH, MA, PhD) • A current practicing Ofsted inspector of special schools, or in the process of becoming an inspector • A system leader e.g. National Leader of Education (NLE) • Experience of managing and/or advising on school improvement across multiple schools • An understanding of governance arrangements in MATs
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • The ability to effectively evaluate school performance using a range of information • The ability and confidence to provide concise and constructive feedback to schools (written and oral). • The ability to inspire trust and confidence within the whole school community and all stakeholders • The ability to collaborate and network with other leaders within Esteem Multi-Academy Trust in order to build and maintain a high performing learning community • Clear understanding of effective leadership principles and strategies and developing these in others • Wide, up to date knowledge of special school/alternative curriculums and of effective teaching methods and strategies • Up to date knowledge of assessment and tracking of pupil progress • Extensive understanding of school improvement strategies • Knowledge of current educational legislation and initiatives • The ability to think strategically and plan for the future • The ability to problem solve and forecast • The ability to drive and manage change efficiently • A commitment to setting and securing high expectations that lead to high achievement for all • The ability to challenge and successfully address underperformance

	<ul style="list-style-type: none"> • The ability to motivate and manage members of staff with different skills and experience and to delegate appropriately • Excellent communication skills at all levels and with different stakeholders: <ul style="list-style-type: none"> ○ the ability to present orally with clarity and authority ○ the ability to give and receive constructive feedback in an effective manner • The ability to make clear decisions and communicate them effectively
Desirable	<ul style="list-style-type: none"> • An understanding of how ICT can be used to improve and enhance the curriculum

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Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g., those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history, and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues. Online checks will be completed prior to formal interview in line with safer recruitment guidance.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

The application process is via an online application form which can be completed on our vacancies portal: <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with UK General Data Protection Regulations (UK GDPR) guidelines.

References will be sought for shortlisted candidates and we may approach previous employers for information to verify experience or qualifications prior to interview. Online checks will also be completed prior to formal interview in line with safer recruitment guidance. Any relevant issues arising from references or online checks will be discussed at interview.

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