part

**Director of Education**

**CANDIDATE INFORMATION PACK**

Version: Jan 2023

**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) and the Director of Education post. The Director of Education 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 need, including special educational needs and challenging behaviours. The ideal candidate will have a broad base of relevant experience and will have the skill and enthusiasm to be part of the Trust senior leadership team, developing and leading the Trust School Improvement Strategy, CPD opportunities and school improvement networks within Esteem Multi-Academy Trust and the local and 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 Maxine Day, Head of HR & Communications, on 01623 859886, via email to hr@esteemmat.co.uk or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). 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 Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £30 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students’ vulnerabilities. So, ‘joined-up thinking’, between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

* Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
* Deliver high standards and value for money from our support services, resources, estate and technology; and
* Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

**The advertisement**

**Job Title:** Director of Education

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

**Salary:** £90,365-£99,660(Leadership 30-34)

**Start date:** TBC

**Contract:** 37 hours per week, all year round

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire, consisting of 1 infant and nursery academy with an enhanced resource hub, 7 SEND academies and 4 alternative provision academies.

This key strategic role will be leading and monitoring the improvement of standards and quality of education in Esteem Multi-Academy Trust and ensuring a performance culture is embedded across all academies.

The successful candidate will report to the Chief Executive Officer and will provide focused support to academies within the MAT, developing and leading the Trust School Improvement Strategy, CPD opportunities and school improvement networks within the Esteem Multi-Academy Trust and the local and wider region.

A QTS holder with a minimum of 3 years’ experience at Headteacher / senior leader level with significant successful school improvement experience will be required for this role.

Benefits include: Teachers’ Pension Scheme, mileage allowance paid at 45p per mile, Westfield Health membership, access to a range of CPD opportunities.

For further information, please contact Maxine Day, Head of HR, via email hr@esteemmat.co.uk or visit our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam). Please use the relevant application form on the MAT website or apply via TES; CVs alone will not be accepted.

**Closing date for applications: Monday 27 February 2023 (12.00pm)**

**Interview date: Thursday 09 and Friday 10 March 2023**

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**

**Esteem Multi-Academy Trust**

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| **Post Title:** |  | Director of Education |
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| **Location:** |  | Esteem Multi-Academy Trust |
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| **Purpose:** |  | * 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.
* Developing and leading the Trust School Improvement Strategy, CPD opportunities and school improvement networks within the Esteem Multi-Academy Trust and the local and wider region.
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| **Reporting to:** |  | CEO |
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| **Responsible for:** |  | * Leading and monitoring the improvement of standards and quality of education in Esteem Multi-Academy Trust and ensuring a performance culture is embedded across all academies.
* The work of the Trust’s school improvement team
* Head of Safeguarding and FASST
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| **Liaising with:** |  | * The Trust Board
* CEO
* The Executive Team (other Academy Headteachers)
* Local Authorities
* External partners and stakeholders
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| **Salary/Grade:** |  | £90,365-£99,660(L30-34) |
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| **Disclosure level** |  | Enhanced |
| **PRINCIPLE RESPONSIBILITIES** |
| **To Achieve the Above** |  | * 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.
* 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 the development state of all 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 school improvement strategy.
* Contribute to headteachers’ performance management on behalf of the 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, 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 are used.
* 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 Head of Safeguarding and FASST in managing and developing the early help service and in maintaining safeguarding standards across the MAT.
* 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 school improvement team.
* 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.
* Be actively involved in the recruitment process of senior colleagues at each academy.
* Support academy and Esteem MAT Ofsted Inspections.
* Lead the development, agreement and monitoring of improvement planning for academies following Ofsted inspections.
* Lead and establish career/leadership development programs within the Trust.
* Lead Partnerships with Universities, Teacher training, Teaching School Alliances, Partners Trusts, Colleges, Local Authorities, Education partnership, Diocese, DfE and Ofsted.
* Ensure business continuity in Trust academies in the absence of Headteacher or Senior Leaders.
* Work with the CEO, Dep CEO and Trust Board to produce, monitor and evaluate the Esteem MAT strategic plan, school improvement strategy, workforce strategy and associated priorities.
* Manage the Trust school improvement budget.
* Represent Esteem MAT as a member of the senior management team, working with local authorities, local and national professional networks and other partner agencies.
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| **Other Generic Responsibilities**: |
| * 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
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| This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title. |

**Person Specification: Director of Education**

**Esteem Multi-Academy Trust**

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| **QUALIFICATIONS AND EXPERIENCE** |
| **Essential** |  | * Qualified Teacher Status
* At least 3 years’ experience at Headteacher and/or senior leadership level with significant successful school improvement experience
* Substantial successful teaching experience
* Practicing Ofsted inspector of schools or in the process of applying to become an Ofsted inspector or equivalent i.e. National Leader in Education (NLE)
* Thorough knowledge and understanding of special school, 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
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| **Desirable** |  | * Other professional qualifications (Including NPQH, MA, PhD)
* A current practicing Ofsted inspector of schools, or in the process of becoming an inspector
* Experience of managing and/or advising on school improvement across multiple institutions
* Experience of securing and linking financial and educational viability for schools
* Experience of school governorship
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| **KNOWLEDGE AND ABILITIES** |
| **Essential** |  | * 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 the primary and secondary SEND curriculum and of effective teaching methods and strategies
* Up to date knowledge of assessment and tracking
* 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 using ‘cause and effect’ analysis
* 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
* 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:
	+ 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
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| **Desirable** |  | * An understanding of how ICT can be used to improve and enhance the curriculum
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| This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title. |

**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
September 2022’ 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.

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**

Application forms are available on our website at [www.esteemmat.co.uk/jointheteam](http://www.esteemmat.co.uk/jointheteam) or you can email hr@esteemmat.co.uk to request a copy. Please specify the job vacancy you wish to apply for.

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 General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

**Closing date for applications: Monday 27 February 2023 (12.00pm)**

**Interview date: Thursday 09 and Friday 10 March 2023**

Completed application forms can be returned electronically to the HR team via email to hr@esteemmat.co.uk

If you wish to submit your application form by post, please return it to the following address:

**Private & Confidential: HR Team, Esteem Multi-Academy Trust, Suite 43, Pure Offices, Lake View Drive, Sherwood Park, Nottingham, NG15 0DT**