

## EXECUTIVE TEAM MEMBER

### JOB DESCRIPTION

<b>ROLE TITLE</b>	Director of Education (Primary)
<b>CONTRACTED HOURS</b>	Full time
<b>LOCATION</b>	Haverhill, Central Trust Team Schools across Suffolk, Cambridge, Norfolk, Essex and Havering. * The role will primarily serve schools in the Haverhill hub and neighbouring communities within 10 miles.
<b>GRADE / SCALE POINT – SALARY</b>	L31-L35 with extension to L37 for exceptional performance
<b>PENSION SCHEME</b>	Teachers' Pensions Scheme
<b>REPORTING TO</b>	Executive Director of Education (Mainstream)
<b>RESPONSIBLE FOR</b>	Headteachers at allocated schools and relevant central team staff

### INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all.

- Unity Schools Partnership is a family of interdependent schools with a shared ambition to transform lives.
- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all Trust schools, and the Trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are committed to the development of a high-quality, evidence-informed model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The Trust expects its work to be characterised by:



The vast majority of our schools are now successful and well-performing, judged 'good' by Ofsted. The ambition over the next three years is that schools across the Trust become routinely excellent, characterised by top quartile performance and with the capacity to support additional schools in the area that would benefit from being part of the Trust.

In order to achieve this ambition, the Trust will focus on:

**Excellent education** – Our plans at secondary and primary aim at top quartile outcomes for pupils, with very high parental and external approval ratings of our special schools.

**Excellent staff** – Our People Strategy sets out an array of actions to ensure we become the employer of choice for school staff in the region.

**Excellent support for schools** – at the core of our success is the support provided across the Trust for Heads and staff working in Unity schools, from a range of experts at the centre and in our schools.

### **CORE JOB PURPOSE**

- Lead improvement to excellence across a group of the Trust's schools so that they are achieving top quartile performance by 2028.
- Line manage a defined group of Headteachers/ Executive Headteachers and other relevant central team staff to facilitate an inclusive culture within the Trust and promote excellence in recruitment, training and performance.
- Promote and develop the Trust's local, regional and national profile.
- Promote and implement the vision of the Trust to achieve a step change through:
  - a common vision of excellence;
  - a high quality model of how excellence is achieved;
  - geographical hubs of schools in close proximity which understand their specific communities and serve them with distinction.
- Inspire and enable leadership characterised by strong ethics, an ambition for improvement at pace and the expectation that remarkable improvements can be achieved.
- Work effectively as part of a team of Education Directors to: inspire and enable leaders to develop high quality education where every child is known, valued and supported to succeed; embed agreed minimum expectations of practice in schools based on robust evidence and evaluation; and ensure the Trust is known for its commitment to and success with vulnerable pupils and those with special educational needs.
- Champion high quality professional development as a distinctive feature of the Trust.
- In consultation with the Executive Director and Primary colleagues, take a strategic lead on an area of school improvement across the wider Trust.

### **Key Responsibilities**

#### **Education/School Improvement**

1. Support the CEO in setting the vision and purpose of the organisation. Ensure that the organisation reflects and lives the ethos and values set by the Board of Trustees and delivers the strategic goals set by the Board.
2. Work with the CEO, Executive Director of Education (Mainstream), Board of Directors, Local Governing Bodies and staff to deliver the Trust's vision, aims and objectives through inspirational and motivational leadership, clear strategic direction, demanding and measurable targets and supporting development plans.

3. Work in close partnership with the Executive Director of Education (Mainstream), the CEO and the Board to develop a relationship based on openness, transparency and absolute integrity.
4. Ensure that at all levels and in all of its functions the Trust's primary focus will be on securing a positive learning experience for every young person in each of our academies.
5. Alongside the Executive Director of Education (Mainstream) and the CEO, ensure that Trustees have access to all relevant data, information and options to support their decision-making.
6. Act in compliance with the Board's scheme of delegation.
7. Ensure that all tiers of governance, defined in the Trust's scheme of delegation, are appropriately supported to provide effective governance of the Trust's education performance, including empowering local governing bodies to provide leverage for improvement.
8. Ensure that systems and reporting structures are in place so that the Board is able to effectively, appropriately and proportionately govern the strategic and operational education risks of the Trust.
9. Lead improvements across Trust schools so that educational performance is in the top quartile by 2028. Work with senior management teams at all levels to challenge, motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of pupils and which meet the demands of the wider communities served.
10. Work with the Executive Director of Education (Mainstream) to advise the CEO and Trust board on developing the Trust's strategy for improvement. Support the delivery of excellent teaching and learning throughout all academies within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation of teaching quality and pupils' achievement through our Unity CODE pedagogical strategy.
11. Work in partnership with the Executive Director of Education (Mainstream) and the CEO to provide an outward face of the Trust, promoting perceptions of the Trust that reflect its charitable objects, its values and secures its positive reputation.
12. Remain abreast of educational developments impacting on Unity Schools Partnership and its academies, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment that is responsive to change.
13. Work closely with the CEO, Deputy CEO, and the rest of the Executive Team, to ensure the responsible and sustainable management of financial and capital resources of the Trust.
14. Operate within the financial limits that have been approved, act with financial responsibility and consistently with the principles of good public financial management and charity financial management.
15. Ensure that the staff performance management policy is applied consistently across the academies in their remit.
16. Contribute to the Trust's quality assurance framework assessment of the effectiveness of the Trust's education functions and its use to inform priorities for development planning.
17. Contribute to ensuring that the Trust has robust policies, procedures and systems for the collection, analysis and interrogation of education performance data at the level of pupil, class, year group, academy, region and Trust.
18. Ensure that education performance data informs priorities for action at all levels of the Trust.

19. Alongside the Executive Director of Education (Mainstream) and the CEO, ensure that each academy's performance assessment is robustly moderated and verified to maintain an accurate and up-to-date assessment of each school's educational strengths and weaknesses.
20. Reflect the values of the Trust in their behaviours and working with external partners and the media.
21. Contribute to the Trust having influence in wider education policy formulation.
22. Take on the role of Executive Headteacher across schools, if needed, at the request of the CEO.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the Trust's and the School's Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of each school and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the school and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the Trust Board, CEO or Executive Director of Education (Mainstream) which fall within the scope of the post.

### PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<p>Educated to degree level, with evidence of continuing professional development.</p> <p>Qualified Teacher Status.</p>	<p>NPQH.</p> <p>Relevant postgraduate qualification.</p> <p>Further relevant professional studies.</p>
<b>Knowledge</b>	<p>An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda.</p> <p>Knowledge of key strategies for raising students' achievement and advancing effective teaching and learning, set within the communities served by Unity Schools Partnership.</p> <p>Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements.</p> <p>Knowledge of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children.</p>	<p>Project management experience, including budget and resource management.</p>
<b>Experience</b>	<p>Successful career experience, a proven track record as a Headteacher and knowledge of outstanding primary school practice.</p> <p>Strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, ideally with regard to a multi-site organisation.</p> <p>Proven success in building effective partnerships and links including with schools, local authorities, to maximise networks and opportunities.</p> <p>Experience of working effectively with a Board/ Governing body to create a vision and form the direction for an organisation.</p> <p>Successful experience of promoting inclusion, equality and diversity.</p>	<p>Experience of leading outstanding primary school practice.</p> <p>Experience of school inspection or school to school support.</p> <p>Experience of leading/ managing complex/ multiple organisations or Trusts and sites.</p> <p>Experience of dealing with government officials and policy makers.</p> <p>Experience in/ work with industry/ business.</p> <p>Experience of designing leadership and management structures in education settings.</p> <p>Evidence of successful management of change.</p>
<b>Skills and Aptitudes</b>	<p>An inspirational leader that others want to learn from and to work for.</p>	<p>Demonstrate political acumen.</p> <p>Capitalise on appropriate sources of external support and expertise.</p>

	<p>A corporate mindset, capable of making decisions that are right for the wider organisation.</p> <p>A strategic thinker who can work with the schools, Trust leaders and the board.</p> <p>Committed to ethical leadership: to the highest standards in all areas of school life, including behaviour, academic, and enrichment.</p> <p>Well-developed presentation and writing skills, and comfortable with public speaking.</p> <p>Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust.</p> <p>Effective leader who can build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff to achieve their full potential.</p>	<p>Manage industrial relations.</p> <p>Negotiate and manage conflict, providing appropriate support.</p>
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