



DANES EDUCATIONAL TRUST

Appointment Brief
Director of Education (Primary)

MAKING THE DIFFERENCE TOGETHER





DANES EDUCATIONAL TRUST

Dear Applicant,

I am delighted to introduce you to Danes Educational Trust and to thank you for your interest in playing an important role in the Trust's future.

The position of Director of Education (Primary) has been created to lead school improvement across primary schools within the Trust through the effective leadership of the primary headteachers and collaboration with key members of the Trust's leadership team. You will have the opportunity to contribute to both primary and secondary phases through leadership of Safeguarding and Equality, Diversity and Inclusion across the Trust and you will work in partnership with the Director of Education (Secondary) on transition projects.

You will be an inspiring leader with successful career experience, a proven track record as a senior leader, and knowledge of outstanding primary school practice. You will have a strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos, ideally within a multi-site organisation. You are likely to be seeking an opportunity to challenge your skills in a new role that will give you the opportunity to make a difference to the educational outcomes of young people in Hertfordshire and you will relish the flexibility that a multi-site role provides.

From the Autumn Term 2021, our primary schools will comprise: De Havilland Primary School (Hatfield), Jupiter Community Free School (Hemel Hempstead), Ascot Road Community Free School (Watford) and Lanchester Community Free School (Watford).

To apply for this exciting opportunity please follow the instructions set out in the advert accompanying this appointment brief.

I look forward to hearing about the contribution you could make as a key member of our team as we continue to grow and make a difference to young people in Hertfordshire.

Yours faithfully

Dr Josephine Valentine
Chief Executive Officer



Becoming part of the team at Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of six schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all

Director of Education (Primary)

Responsible to the CEO

Competitive salary

Full-time

Based at St Clement Danes School with a requirement to travel to all schools within the Trust

Core Purpose

The Director of Education (Primary) will lead school improvement across primary schools within Danes Educational Trust through the effective line management of primary school Headteachers whilst working collaboratively with other key Trust leaders to achieve the Trust's vision of making the difference together: sharing best practice and supporting each other to be the very best that we can be. In addition, the Director of Education (Primary) will be responsible for the strategic leadership of safeguarding and inclusion across primary and secondary phases in the Trust and will collaborate on transition projects with the Director of Education (Secondary).

Main Duties and Responsibilities

Outcomes and Educational Provision

- Ensure the organisation reflects the ethos and values set by the Trust Board and delivers on agreed strategic objectives
- Facilitate the formation of a cohesive and mutually supportive group of high performing primary schools within the Trust, through inspirational leadership of the primary Headteachers, quality assurance and sharing of best practice
- Support the delivery of excellent teaching and learning throughout all primary schools through the promotion of professional standards, rigorous monitoring and evaluation and learners' achievement
- Make accurate judgments on the development state of all primary schools within the Trust using first-hand knowledge from visits, documents, discussion, observations and data to inform priorities for action and ensure all the primary schools receive the correct programme of support
- Contribute to ensuring the Trust has robust policies, procedures and systems for the collection, analysis and interrogation of education performance data at the level of learner, class, year group, school and Trust
- Provide thorough, accurate and up-to-date data and information on school effectiveness to the CEO, School Boards and the Trust Board to support decision making
- Develop and maintain the Trust's School Effectiveness Strategy, including the development of a package of primary improvement services for all primary schools within the Trust
- Contribute to the Trust's quality assurance framework assessment of the effectiveness of the Trust's education functions to inform priorities for development planning
- Broker targeted additional external support for schools as appropriate and quality assure the work of all deployed to secure improvement
- Work with the Director of Education (Secondary) to ensure there is a cohesive and comprehensive approach to support and challenge for schools across the primary and secondary phases
- Work with the Trust's Curriculum Lead, Trust Leaders responsible for Teaching and Learning and the Director of Education (Secondary) to ensure appropriate programmes of study are used at the primary/secondary transfer phase
- Proactively seek opportunities for further growth of the Trust's primary division by networking with Trust leaders, other schools and MATs and acting as an effective ambassador for the work of the Trust
- Make accurate judgements on all prospective primary schools who wish to join the Trust so that the Trust Board can complete robust due diligence on prospective schools
- Support the Trust's growth strategy, appraising the needs of new schools joining the Academy Trust and devising a plan of support post conversion

Job Description



DANES EDUCATIONAL TRUST





Research and innovation

- Keep abreast of local, national and international policy and research in relation to educational developments and ensure senior leaders are well briefed and responsive to change
- Contribute to the Trust having influence in wider education policy formulation
- Work with school and central services education staff on Key School Improvement Research Projects: apply for funding as appropriate; ensure projects are well managed and that outcomes are fully reported to the DfE/other funding bodies as appropriate
- Disseminate highly effective practice across the trust; and ensure it is published and shared with schools beyond the trust as appropriate including through the Trust's Teaching and Learning blog

Safeguarding

- Act as professional advisor to the Trust Board on all Safeguarding matters
- Coordinate an annual audit of safeguarding practice in each academy and report back areas of action to the CEO
- Liaise with Hertfordshire Child Protection Safeguarding Liaison Team to ensure the Trust's safeguarding policies and procedures are robust, effective and applied across the Trust
- Develop and maintain other relevant Trust policies such as Remote Learning as they may emerge
- Provide safeguarding expertise to the Trust's due diligence process
- Draw attention to best practice in the Trust and help with cooperative work with local agencies that may deliver additional resources to vulnerable families
- Be a single point of contact for all Headteachers, central Trust staff and designated safeguarding leads for advice if they are concerned about a child protection or safeguarding issue (this may occasionally require being available outside of the normal school day when required)
- Disseminate national and local safeguarding updates and information to Headteachers, central Trust staff and designated safeguarding leads as appropriate
- In liaison with Trust HR staff, ensure that all academies comply with safer recruitment procedures and that induction includes a specific focus on safeguarding; ensure that Single Central Records are comprehensively maintained by academies to current standards

Equality, Diversity and Inclusion

- Lead the Trust's equality, diversity and inclusion strategy across all phases ensuring that every learner in the Trust has a positive learning experience
- Ensure the equality, diversity and inclusion policies and procedures including those relating to SEND are robust, effective and applied across all settings
- Lead Trust equality, diversity and inclusion forums
- Look outward to other educational settings in seeking to ensure best practice is maintained in all Trust schools and settings



Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Chief Executive Officer.

Contacts

The post holder will work with the Central Services Team, Headteachers and their senior leadership teams, the Trust Board, Local School Boards, key external stakeholders.



We are looking for:

Knowledge, Experience and Training

Essential:

- An inspirational leader
- Educated to degree level with evidence of continuing professional development
- Qualified teacher status
- An excellent understanding of the schools' sector and education more broadly, with a strong grasp of contemporary educational issues including the inspection agenda
- Knowledge of key strategies for raising students' achievement and advancing effective teaching and learning, set within the communities served by the Trust
- Detailed and up-to-date knowledge in subject, national policy, classroom management strategies, inspection procedures and statutory requirements
- Knowledge of child-safeguarding issues and successful use of measures that promote and ensure the safeguarding of children
- Successful career experience, a proven track record as a senior leader, and knowledge of outstanding primary school practice
- A 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
- Proven success in building effective partnerships and links including with central government, schools, local authorities, to maximise networks and opportunities
- Experience of working effectively with a Board/Governing body to create a vision and form the direction for an organisation
- Successful experience of promoting equality, diversity and inclusion
- A strategic thinker who can work with the schools, trust leaders and the board
- A commitment to ethical leadership: to the highest standards in all areas of school life, including behaviour, academic, and enrichment
- Well-developed presentation and writing skills, and comfortable with public speaking
- Analytical ability to communicate effectively with a variety of audiences, acting as an effective ambassador for the Trust
- An 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
- A natural aptitude to model the Trust's core behaviours – *'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'*

Person Specification





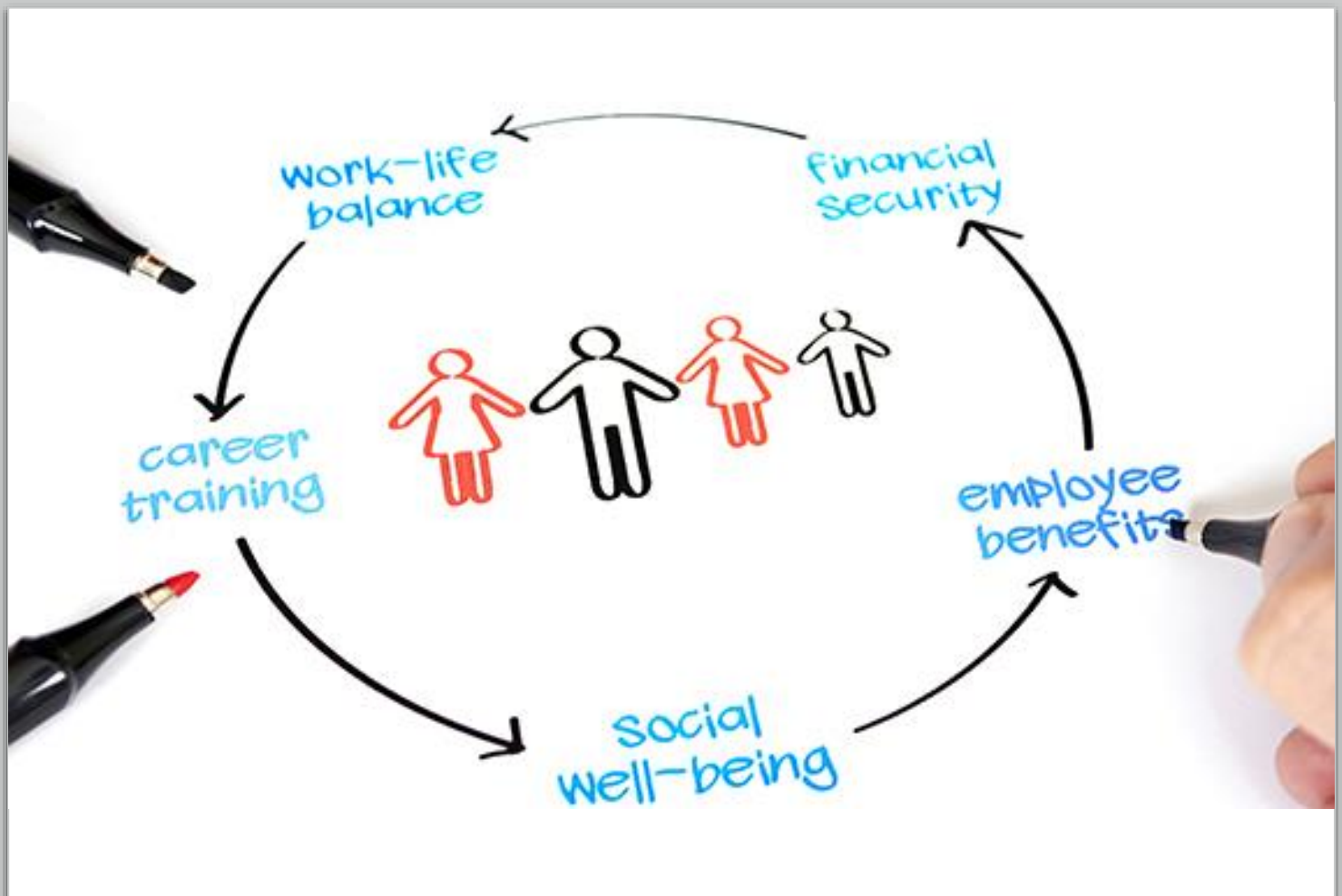
Knowledge, Experience and Training

Desirable:

- A National Professional Qualification for Headship (NPQH)
- A relevant postgraduate qualification
- Evidence of further relevant professional studies
- Project management techniques including budget and resource management
- Successful experience of leading outstanding primary school practice
- Successful experience of leading/managing complex/multiple organisations or trusts and sites
- Successful experience of liaison with relevant government representatives and policy makers
- Successful experience of school inspection or school to school support
- Successful experience of designing leadership and management structures in education settings
- A proven track record of leading successful change initiatives
- Ability to demonstrate political acumen when required
- Ability to capitalise on appropriate sources of external support and expertise
- Successful experience of negotiating and managing conflict, providing appropriate support where necessary

We can offer a range of benefits including:

- A flexible approach to working arrangements
- The support of a highly professional and committed staff team and the opportunity to expand your professional networks beyond the Trust through our external partnerships
- Exceptional CPD opportunities
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health Service including free flu jabs
- Financial wellbeing webinars
- Free parking



Benefits



DANES EDUCATIONAL TRUST

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T: 01923 284169

CEO:
Dr Josephine Valentine

<https://www.daneseducationaltrust.org.uk/>



Danes Educational Trust Schools:



Chancellor's School
David Croston BSc (Hons)
Headteacher




Croxley Danes School
Stephen Thompson MA
(Cantab), PGCE
Headteacher




De Havilland Primary School
Mrs Sarah King
Headteacher



Elstree Screen Arts Academy
Chris Mitchell
Principal



Onslow St Audrey's School
David Bullock BA(Hons),
MEd (cam), NPQH
Headteacher



St Clement Danes School
Toby Sutherland MA, MEd
(Camb)
Headteacher

Due to join in Autumn 2021:



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