



Director of Education (Primary)

Candidate Information Pack



UNITY
SCHOOLS PARTNERSHIP



Letter from CEO

Dear Applicant,

This is an exciting opportunity to join our trust at a time when we are making considerable investment in achieving 'excellence' in all we do. We truly believe 'excellence' is not just an act but a habit and we are embedding this in our cultural development.

We have big plans for our trust. We are aspiring to 'Make Remarkable Change Happen' in the next few years and have set out:

- Through geographical hubs of like-minded schools a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.
- To achieve the highest standards of education in its primary, secondary and special schools.
- All trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.

So, if you are interesting in joining our team of incredible colleagues in networks across our schools and trust, who are passionate about their work and the next part of our journey, I would welcome you to contact me on tcoulson@unitysp.co.uk or calling 07388 949917, to arrange an informal discussion.

I look forward to hearing from you.

Best wishes

Tim Coulson

Chief Executive, Unity Schools Partnership



*“Making remarkable
change happen”*

We are Unity



*– Characterised by ethical leadership and ambition
for improvement at pace –*

Unity Schools Partnership is a family of secondary, primary and special schools located mainly in Suffolk, and also on the Essex and Cambridgeshire borders as well as Romford in East London.

We share the same values and face similar issues, while providing a close network of support and challenge.

We recognise the unique characteristics of each of the communities we work in and how they are reflected in distinctive school cultures.

We are committed to a partnership that respects, sustains and supports.

We encourage cultural diversity, celebrate the special qualities of each of our schools and recognise that communities must develop and grow to become sustainable.

Our model is about creating interdependence – schools that are more self-sustaining than stand-alone academies, less dependent than local authority schools and more independent than schools in corporate chains.

We all subscribe to a set of shared values, principles and operational processes that ensure quality education for all our young people. Our central belief is that every young life is special – open to possibility, gifted with the potential to change the world for the better. Our ambition is to unlock the potential of all children, remove the barriers that limit aspiration and ensure that all our children succeed.

We will work with schools that can subscribe to these values and who are prepared to take responsibility and share resources with others. This approach is already improving the life chances of pupils in primary, special and secondary schools throughout the trust.

We are Unity



Our Values

The trust expects its work to be characterised by:



Our Priorities

We believe that children's potential should not be limited – no matter what their starting point and barriers to learning. We encourage pupils to strive constantly to gain independent learning skills and have the courage to take risks and develop personal responsibility in order to make a successful transition to adulthood.

The collaboration amongst our family of schools, the Central Team structure and our expert advisers helps our teachers and schools to 'smash through barriers'. To this end, our focus is on school improvement for all pupils, with specific support for pupils with SEND and pupils from disadvantaged backgrounds. Please use the links below to find out more about SEND, Pupil Premium and Schools Support and Improvement.

Please visit unitysp.co.uk



Structure of the Trust

Leadership

Trustees

We have a talented group of trustees representing a variety of sectors who steer our vision and direction with thought, business acumen and a commitment to the Trust's core values.

Our Local Governing Bodies

Governors focus on the quality of education and the curriculum to ensure that every child is receiving a broad and balanced education, improving outcomes for all pupils, and wider community engagement.

Executive Team



Tim Coulson
CEO



Sarah Garner
Deputy CEO &
Director of Finance / HR



Lois Reed
Senior Director
of Secondary
Improvement



Rosemary Prince
Directory of
Secondary
Education



Darren Woodward
Director of
Primary
Education



Stephen Astley
Director of
Primary
Education



Lucie Calow
Director of SEND



Andy Samways
Director of
Research School



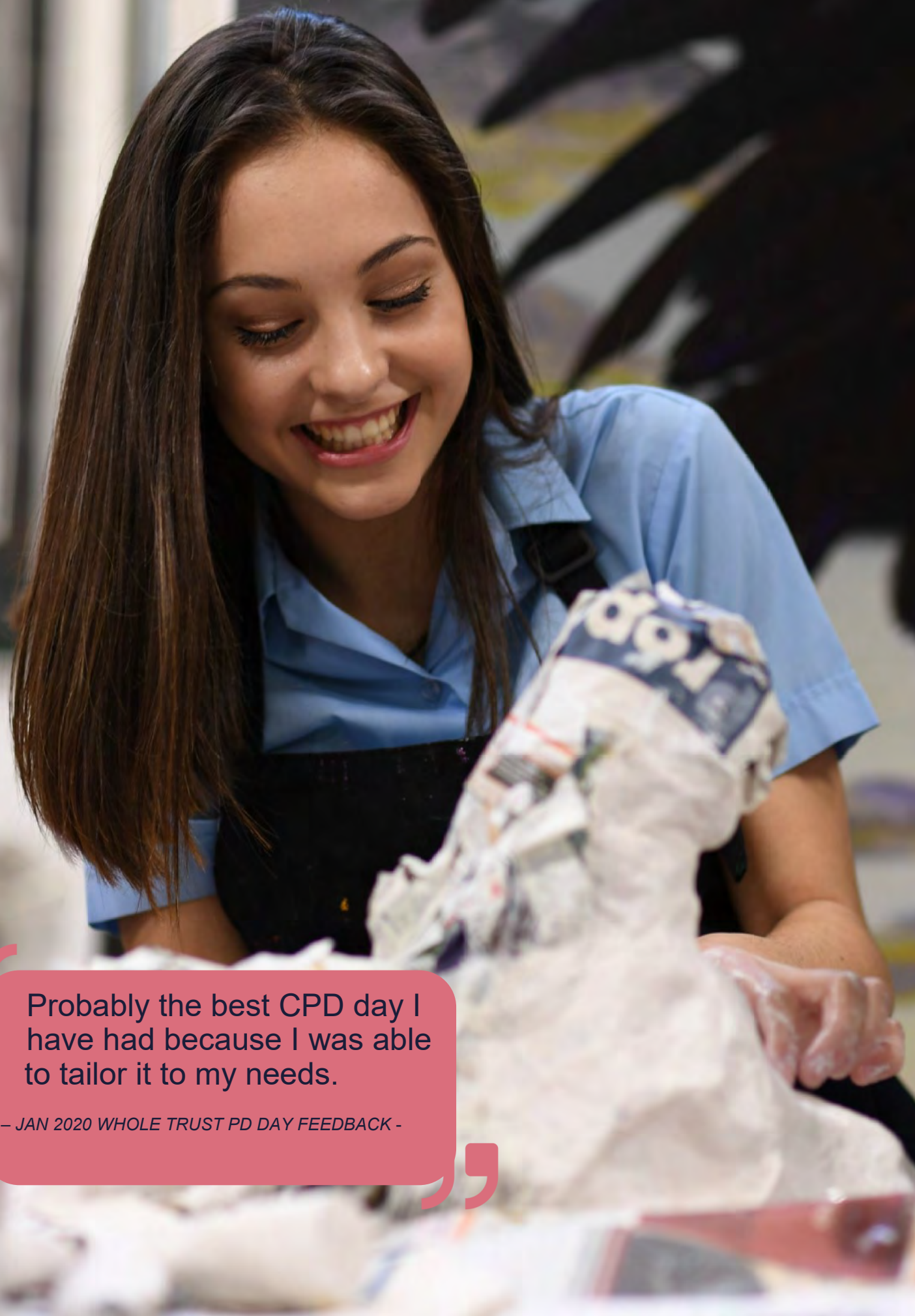
Debbie Willson
Director of
Operations

School Improvement Education Leads and Advisors

We have a high-quality group of school improvement leads and advisors who deliver our package of school improvement support for schools including primary and secondary specialists, SEN advisor, pupil premium advisor and Data Manager. Our advisors work closely with our school and trust leaders in partnership throughout the year.

Headteachers

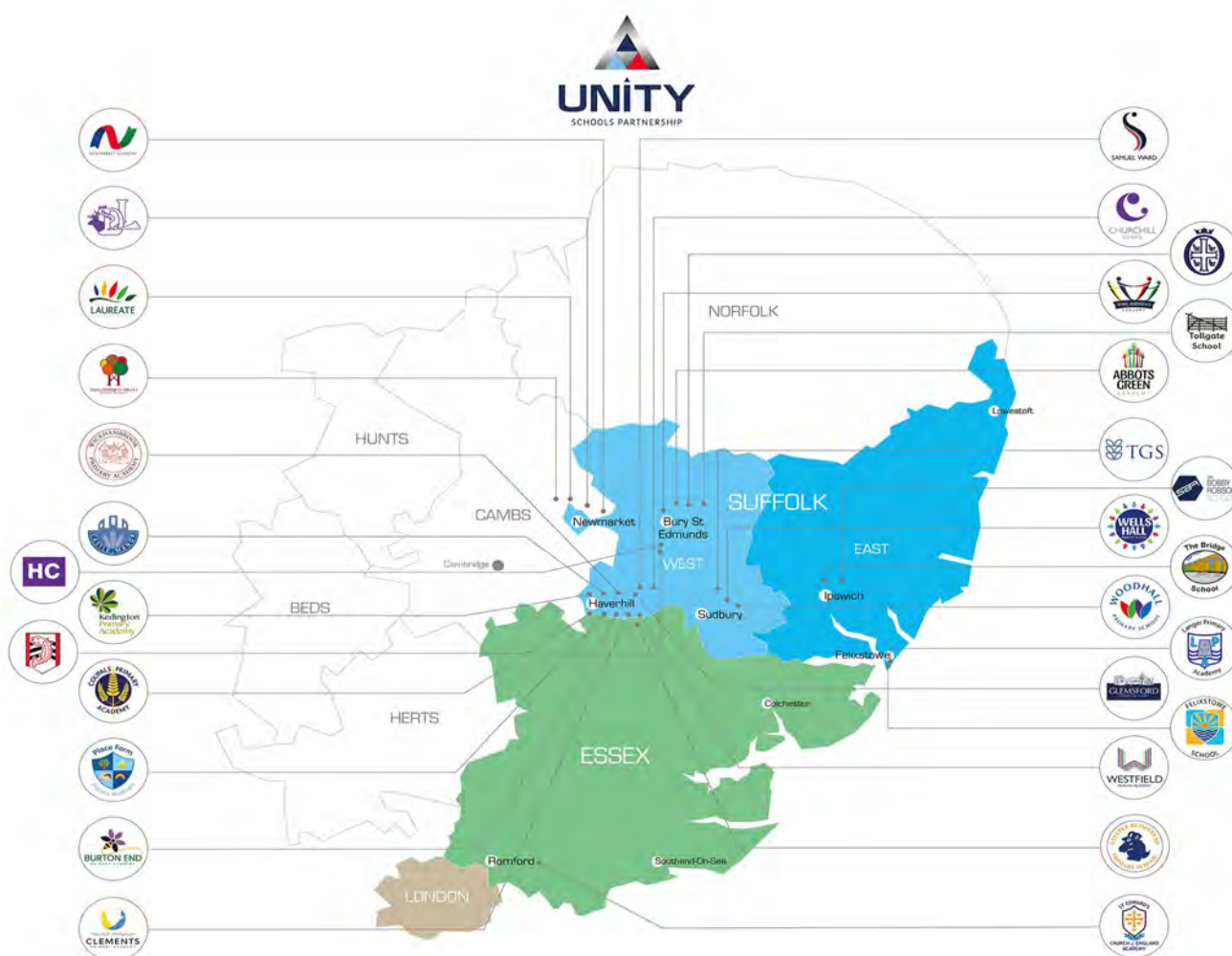
Our Headteachers are a crucial part of our School Improvement Team. There is a significant amount of school to school partnership work that has great impact across our schools from across school leadership models and moderation. Schools find the advantages of working with a supportive peer group of successful heads a valuable asset of being part of our trust. Heads share expertise and support colleagues, which we value greatly.



Probably the best CPD day I have had because I was able to tailor it to my needs.

- JAN 2020 WHOLE TRUST PD DAY FEEDBACK -

Our Schools



Primary schools



Please visit unitysp.co.uk/our-schools/

Our Primary Schools

School	Roll	Location	%PP	Headteacher	OFSTED
Abbots Green	468	Bury St Edmunds	16.7	Ang Morrison	Good*
Burton End	415	Haverhill	21.7	Karen Sheargold	Good (Jan 20)
Clements	243	Haverhill	32.9	Vicky Hogg	Good*
Coupals	321	Haverhill	20.3	David Maguire	Good (Sep 17)
Ditton Lodge	195	Newmarket	10.8	Melanie Moore	Good*
Glemsford	258	Glemsford nr Sudbury	19.4	Nick George	Good (Dec 17)
Horringer Court Middle (9-13)	324	Bury St Edmunds	19.1	Steve Palmer	Good (Mar 20)
Houldsworth Valley	328	Newmarket	29.6	Lisa Tweed	Good (Oct 19)
Kedington	195	Kedington nr Haverhill	6.2	Vicky Doherty	Good (Mar 19)
Langer	133	Felixstowe	41.4	Martha Hughes	Serious Weaknesses (Mar 20)
Laureate	250	Newmarket	15.6	Dave Perkins	Good (Mar 19)
Place Farm	390	Haverhill	27.2	Jane Sendall	Good (Mar 17)
Steeple Bumpstead	173	Steeple Bumpstead nr Haverhill	13.3	Mary Nicholls	Requires Improvement*
Tollgate (3-9)	324	Bury St Edmunds	30.3	Hannah Brookman	Good (May 17)
Wells Hall	449	Gt Cornard, Sudbury	20.8	Ros Towns	Good*
Westfield	395	Haverhill	24.6	Toni Kittle	Good (Feb 19)
Westley Middle (9-13)	470	Bury St Edmunds	18.3	Ben Jeffery	Good (Dec 16)
Wickhambrook	176	Wickhambrook b/w Newmarket+Haverhill	10.2	Hannah Tyzack	Outstanding (Feb 12)**
Woodhall	410	Sudbury	33.9	Matthew Fuller	Good (Dec 19)

*Ofsted have not yet visited since conversion to academy.

**Not yet inspected since joined the trust.

Curriculum and Pedagogy

We aim for the best practice anywhere in the country led by successful implementation across the trust.

Working together, Trust Leadership, Headteachers and the Central Team lead a three-year development plan that identifies outstanding practice and established agreed minimum expectations in each area of school life. Over the last 3 years our rigorous internal PIXL assessments reflect the significant improvements to the curriculum and the quality of teachers in our schools and show combined attainment in Y6 on track for R/W/M at 70% in 2020 and 2021. We don't want to stop here, we are committed to reaching the highest standards of all performance measures.

Our innovative knowledge-rich curriculum (CUSP) uses the very best research evidence and now offers our children the highest standards seen in History, Geography and Science teaching, reflected in over 80 schools outside the trust now using these materials. Over the last 6 months our work has focussed heavily on developing our Unity Literacy curriculum (CLUSP) which underpins our commitment to ensuring all pupils reach the expected standard at KS2. We expect to launch our Unity Art curriculum in September 2021 which will be followed by Music and DT.

We expect subject leadership CPD to be developed alongside our use of the customised iAbacus software to further accelerate the quality of education across all of our schools over the next 18 months.



EXECUTIVE TEAM MEMBER

JOB DESCRIPTION

ROLE TITLE	Director of Education (Primary)
CONTRACTED HOURS	Full time
LOCATION	Haverhill, Central Trust Team Schools across Suffolk, Cambridge, Essex and Havering.
GRADE / SCALE POINT – SALARY	L31 - L35 with extension to L37 for exceptional performance
TERMS AND CONDITIONS	Teachers
REPORTING TO	Chief Executive Officer
RESPONSIBLE FOR	Headteachers at allocated schools and relevant central team staff

INTRODUCTION

The ambition of Unity Schools Partnership is to achieve a step change in the quality of education provided by primary, secondary and special schools. The trust's ambition is that its schools are achieving top quartile performance by 2023.

The step change is rooted in:

- 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.

The trust expects its work to be characterised by:

- ethical leadership
- an ambition for improvement at pace
- the expectation that remarkable improvements can be achieved.

The trust expects that:

- every child in its schools is known, valued and supported to succeed
- agreed minimum expectations of practice in schools are based on robust evidence and evaluation
- the trust is known for its commitment to and success with vulnerable pupils and those with special educational needs.

CORE JOB PURPOSE

- Lead improvement to excellence across the trust's schools so that they are achieving top quartile performance by 2023.
- Promote and develop the trust's local, regional and national profile.
- Champion high quality professional development as a distinctive feature of the trust.
- 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 ethical leadership, an ambition for improvement at pace and the expectation that remarkable improvements can be achieved.

- Inspire and enable leaders to develop high quality education where every child in its schools is known, valued and supported to succeed, agreed minimum expectations of practice in schools are based on robust evidence and evaluation and the trust is known for its commitment to and success with vulnerable pupils and those with special educational needs.
- Line manage headteachers and other relevant central team staff to facilitate an inclusive culture within the trust and promote excellence in recruitment, training and performance.

Key Responsibilities

Education/School Improvement

- 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.
- Work with the CEO, 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.
- Work in close partnership with the CEO and the Board to develop a relationship based on openness, transparency and absolute integrity.
- Alongside the CEO, ensure that Trustees have access to all relevant data, information and options to support their decision-making.
- Act in compliance with the Board's scheme of delegation.
- Ensure that all tiers of governance, defined in the Trust's scheme of governance, are appropriately supported to provide effective governance of the Trust's education performance, including empowering local governing bodies to provide leverage for improvement.
- 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.
Lead improvements across trust schools so that educational performance is in the top quartile by 2023. 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.
- 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.
- Inspire leaders to achieve remarkable education by commissioning and overseeing executive education functions of the Trust and the education performance of the Trust. Specifically, lead the thinking and impact of headteachers.
- Ensure that the Trust's activities remain consistent with the charitable objects of the Trust and supports the CEO to ensure governance is compliant with the spirit and letter of the Trust's Articles of Association and charity and company law more generally.
- Work in partnership with the CEO, to provide an outward face of the Trust and be responsible for promoting an external world view of the Trust that reflects its charitable objects, its values and secures its positive reputation.

- 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.
- Work closely with the CEO, Deputy CEO and Director of Finance and HR, and the rest of the Executive Team, to ensure the responsible and sustainable management of financial and capital resources of the Trust.
- Operate within the financial limits that have been approved, act financially responsibly and consistently with the principles of good public financial management and charity financial management.
- Ensure that the staff performance management scheme is applied consistently across the academies.
- 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.
- 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.
- Ensure that education performance data informs priorities for action at all levels of the Trust.
- Alongside the CEO, ensure that systems 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.
- Reflect the values of the Trust in their behaviours and working with external partners and the media.
- Contribute to the Trust having influence in wider education policy formulation.
- Contribute to the Trust's media relationships so that they are managed to be consistent with our charitable objects and the Trust's ethos and values.
- 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.

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

- Actively contribute to and promote the overall ethos and values of each school and the wider Trust.
- Participate in training and other learning activities and performance development as required.
- 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.
- Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
- 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.
- Undertake any other reasonable tasks and responsibilities as requested by the Trust Board or CEO which fall within the scope of the post.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<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>
Knowledge	<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 techniques including budget and resource management.</p>
Experience	<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 central government, 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 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 school inspection or school to school support.</p> <p>Experience of designing leadership and management structures in education settings.</p> <p>Evidence of successful management of change.</p>

PERSON SPECIFICATION *continued*

Skills and Aptitudes	<p>An inspirational leader.</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>Demonstrate political acumen.</p> <p>Capitalise on appropriate sources of external support and expertise.</p> <p>Manage industrial relations.</p> <p>Negotiate and manage conflict, providing appropriate support.</p>
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How to apply

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact Dr Tim Coulson on tcoulson@unitysp.co.uk or calling 07388 949917.

In addition, as part of the application process you will need to provide a supporting statement, setting out your vision, relevant experience, skills and competencies for the role of Director of Education (Primary) at Unity Schools Partnership.

Please visit unitysp-careers.co.uk to apply

Closing Date: 9.00 am, 10 March 2021