



# Director of Education

## Candidate Information



TSS Office  
Liskeard School & Community College  
Luxstowe  
Liskeard  
Cornwall  
PL14 3EA

Dear Applicant,

Thank you for your interest in this exciting new post at SMART Schools' Trust. We are looking for an enthusiastic and passionate educational leader who has both the confidence to work at the most senior level in the Trust together with the humility to be a reflective and thoughtful lifelong learner. Senior leadership provides many challenges, so as a successful candidate you will need personal reserves of optimism, resilience and persistence.

Our collective ethos as a Trust is centred firmly around our students and ensuring we equip them with the understanding, knowledge, skills and passion for learning they need to fuel their curiosity throughout their life.

You will need to:

- Understand and engage with the complexities of all our school communities.
- Turn plans into actions that make a positive difference and demonstrate their impact.
- Sensitively secure change by understanding the needs of the internal and wider community.
- Inspire confidence in our Trust, staff, your improvement plans and your leadership.
- Think radically when necessary in order to find solutions to intractable problems.
- Work to support well-being amongst students, staff and stakeholders.
- Work effectively and productively as a member of our Trust Senior Leadership Team (TSLT) comprising our Heads, Chief Executive Officer (CEO), primary advisor and Chief Finance Officer (CFO).

You will be supported by:

- A dedicated and supportive TSLT, together with well-qualified, experienced, and enthusiastic teaching and support staff teams across the Trust.
- A committed Trust Board who believe in appropriate scrutiny but also personal development.

In your application we would like you to tell us about:

- How you have used your personal qualities and abilities to lead and the impact you have had, particularly in your current position
- How you have developed first class teaching and learning
- How you have enabled vulnerable and disadvantaged students to succeed.
- How you evaluate which elements of your professional reading you pursue, explore or implement and which you don't.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read "Dan Buckley".

Dan Buckley, CEO

# Job Description

**Post: Director of Education**

**Responsible to: Trust Chief Executive Officer**

**Salary: L20-25 (approx. £74K -£85K) permanent, full time**

## Important Functional Relationships

**Internal:** Headteacher, Senior Management Teams, heads of departments, teachers, support staff, students, Trust Shared Services (TSS) staff, Trustees.

**External:** DfE, CACE Networks, Local Authority, Ofsted, parents/carers.

## Main Purpose of Job

To provide robust Trust wide strategic leadership of school improvement in the quality of education and the leadership of learning. Reporting to the CEO and working closely with school leaders to provide feedback on strengths, areas for development, and monitor improvement.

## Main Duties and Responsibilities

- Be an advocate for the vision and aims of the Trust and support its mission to provide opportunities for collaboration, support and challenge for the schools in the Trust.
- Play a key role in progressing and implementing the school improvement strategy which ensures that students experience an excellent education.
- Develop positive relationships which facilitate a collaborative, open and honest dialogue about each schools' priorities for action and improvement.
- Help school leaders identify areas for improvement and implement the required actions.
- Provide direct, strategic and practical support to schools as required.
- Advise the Trust and school leaders on the Ofsted framework for inspection, quality of self-review, review/judgement and early identification of schools that may require support.
- Promote improved standards for education and pupil outcomes across the full breadth of the curriculum.
- Develop a deep knowledge of the Trust's schools and use this to ensure the effective prioritisation of support.
- Be accountable to the CEO for raising educational standards across the Trust, providing reports where necessary.
- Identify best practice within the Trust and facilitate meaningful collaboration.



- In conjunction with the CEO, identify and utilise external sources of support for the Trust schools, where appropriate.
- Operate a tiered approach to school improvement support, ensuring that resources and expertise are focussed effectively, through an agreed plan to rapidly improve any school on the lower tiers of performance or at risk of poor performance.

## Vulnerable Learners

- Ensure that:
  - each school delivers a high-quality educational experience, so that all pupils, particularly those with SEND, achieve exceptionally well.
  - inclusion is at the heart of the work of the Trust and that each school demonstrates this in its practices.
  - schools in the Trust help disadvantaged pupils make accelerated progress.

## General Responsibilities

- Remain aware of and adhere to the schools' safeguarding policy and procedures.
- Be aware and adhere to applicable rules, regulations, legislation and procedures (e.g. Code of Conduct, Dignity at Work), national legislation (Health and Safety, GDPR.)
- Maintain confidentiality of information acquired in the course of undertaking duties for the school.
- Be responsible for your own continuing self-development, undertaking training as appropriate.
- Undertake other duties appropriate to the grading of the post as required.

Date Prepared: September 2023  
 Job Description Prepared by: CFO SMART



## Person Specification

**SMART Schools' Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Job Title:** Director of Education

**Location:** Trust Schools as appropriate

**Prepared by:** CFO SMART

**Date prepared:** September 2023

Attributes	Essential	Desirable	How Identified
<b>Knowledge</b>	<p>A thorough knowledge of the National Curriculum, including how this translates to a school curriculum, statutory and formative assessment.</p> <p>Ability to work effectively with leaders in schools to bring about improved outcomes for children.</p> <p>Ability to analyse and use a range of quantitative and qualitative data in a school improvement context.</p> <p>Ability to plan, provide and evaluate effective training.</p> <p>Ability to lead and to work as a member of a team.</p> <p>Ability to communicate information clearly, orally and in writing.</p> <p>Knowledge of the Ofsted inspection framework and handbook and keeps up to date with changes to inspection practice and current Ofsted focus.</p>		Application form / interview.
<b>Skills</b>	Qualified Teacher status.	Ofsted Inspector trained	Application form
<b>Experience</b>	<p>Successful Headteacher experience.</p> <p>Effective in the improvement of the quality of teaching and learning in order to raise children's achievement over a sustained period of time.</p> <p>Experience of using the outcomes from school self-evaluation to plan effectively for school improvement.</p>		Application form / interview

Attributes	Essential	Desirable	How Identified
	<p>Experience of holding staff to account for the impact of their work.</p> <p>Experience of delivering training and CPD to a range of audiences.</p>		
<b>Any additional factors</b>	<p>Able to exercise diplomacy to resolve complex situations with the ability to influence others.</p> <p>Professional, tactful &amp; sensitive.</p> <p>Discreet and confidential.</p> <p>Self-motivated.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Excellent organisational skills.</p> <p>Ability to use IT effectively.</p> <p>Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>High standards and expectations of students and colleagues.</p>		Application form / interview





## How to Apply

A fully completed form and letter of application should be sent to Di Saunders-Brewer – Trust HR officer, by Thursday, 5th October at 12 noon.

Please send your application by email to: [DSaundersBrewer@smart-trust.net](mailto:DSaundersBrewer@smart-trust.net)

Or alternatively by post to:

Di Saunders-Brewer  
SMART Schools' Trust  
Trust Shared Services (TSS)  
c/o Liskeard School and Community  
College  
Luxstowe, Liskeard  
Cornwall. PL14 3EA

Interview dates are planned for 19th and 20th October at Saltash Community School and Liskeard School and Community College.

We would welcome visits to the Trust from prospective candidates and/or a conversation with the CEO. Please contact Rachel Yelland, PA to the CEO on 01579 325732 or by email: [Rachel.Yelland@smart-trust.net](mailto:Rachel.Yelland@smart-trust.net)

For more information regarding SMART Schools' Trust, please visit our website at [www.smart-trust.net](http://www.smart-trust.net) or contact the PA to the CEO at [Rachel.Yelland@smart-trust.net](mailto:Rachel.Yelland@smart-trust.net).

