

Tandridge Learning Trust

Director of Education

Part-Time – 2 days per week

Salary L19 to L25 London Fringe

£75k - £86k FTE (pay award pending)



Excellent Teaching
Inspiring Leadership
Innovative Training

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Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



WELCOME

Dear Candidate



Thank you for enquiring about this post.

This candidate pack has been designed to give you essential information about our vacancy and the specifics of the role so you can decide if this should be the next step in your career. It should be read in conjunction with our booklet called, "Joining Our Team" which explains the benefits of working for Tandridge Learning Trust.

It is important to us that colleagues at every level feel valued and supported. We want you to enjoy working for our Trust and embrace being part of our dedicated teams, improving the lives and outcomes for our students. To this effect, we will ensure that development is a high priority and our commitment to you will begin immediately with a good on-boarding process, ensuring those first few weeks and months are an exciting, informative and rewarding experience.

This is a very exciting time to join us at a point when we are growing and refining and developing our strategy. Our Executive Board, consists of inspirational and strategic leaders who are all committed to investing in and helping shape the next stage of our Trust development, challenging and supporting us all to provide the best possible opportunities for every child and young person across Tandridge Learning Trust.

I can guarantee that you will find our staff friendly, inclusive and welcoming, irrespective of which team you are joining. I hope that these factors, together with our excellent benefits will encourage you to apply for this vacancy.

We hope that this pack provides sufficient information to encourage you to take your application to the next stage. Do telephone or email, if you wish to discuss any aspect of the post - contact details can be found on page 14.

We look forward to receiving your application.

Kind regards,

Rebecca Plaskitt
Chief Executive



JOB ADVERTISEMENT

Tandridge Learning Trust has a new and exciting position for a Director of Education to join our Executive Board. The successful candidate will build on the positive foundations that already exist in our Trust and will have the imagination and ideas to take our schools to the next level. You will inspire and bring out the best in our staff, be resourceful, have resilience and drive, with a proven track-record of delivering strong educational improvements and outcomes. You will work collaboratively and be part of a cohesive and high-performing team committed to delivering and sustaining high quality teaching and learning.

We seek an outstanding individual to help shape and deliver our school improvement strategy with a focused determination to drive educational improvement, ensuring every child is provided with a high quality, inclusive education, and is prepared for opportunities and challenges in life. You will have a forensic focus on the progress, attainment, and experience of every pupil, particularly those most at risk of not meeting their potential.

Extensive, well-researched, knowledge and understanding of current evidence-based strategies for improving the quality of education and the ability to ensure the effective implementation of these strategies will be essential. Capable of confidently leading an effective quality assurance process of school improvement strategies across our Trust, you will also be responsible for benchmarking our performance against other high performing MATs.

The ideal candidate will:

- Be a visionary leader, one that can empower others to achieve at the highest levels
- Demonstrate significant, effective and evidenced school improvement expertise
- Support our school leaders to establish and sustain an aligned, broad, and coherent curriculum which meets the needs of their context and is ambitious for all pupils.
- Be capable of challenging, as necessary, and backing that up with knowledge and data.
- Be a confident, strategic thinker who can work with the schools, trust leaders and the board.
- Lead by example in demonstrating our vision and values in everyday work and practice

The successful candidate will benefit from:

- A committed and collaborative Executive Trust Board that will welcome you to the team.
- The opportunity to lead on the development of our Trust School Improvement Model
- A flexible working arrangement and bright, modern office space with off street parking



JOB ADVERTISEMENT

- Workplace pension, through the Teacher Pension Scheme
- A Trust-wide focus on wellbeing and support, including an EAP
- Opportunities for continuous professional development
- Staff benefits package, including lifestyle & retail discounts, staff sports and social events

If you are excited by the prospect of this position and believe you can make a difference then we would like to hear from you.

Please do not hesitate to contact us if you have any queries and you are welcome arrange an informal discussion with the Chief Executive about this position prior to applying.

CLOSING TIME & DATE: Tuesday 17th September 2024

Please note that applications will be considered upon receipt. Early applications are strongly encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

This post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure



CONTEXT OF THE ROLE

This is a new and critical executive leadership role within our growing multi-academy trust. This appointment will lead on school improvement, ensuring it is effective, high quality, and sustainable. You will be a key collaborator in our strategic planning, supporting and working in partnership with our Headteachers and senior leadership teams to help them to achieve our ambitious aims in line with our TLT values and our vision, which is:

'To empower every learner to excel and flourish within a culture of inclusion and high aspiration. We will consistently place the needs of our learners at the heart of every decision we take whilst working tirelessly to reduce educational inequality.'

This newly formed role will be both varied and exciting: on any given day you might be quality assuring curriculum planning, advising on SEND provision, coaching leaders, presenting to Trustees or evaluating school effectiveness. You will join our highly experienced Executive Board, including our Headteachers, the Chief Executive, our Director of Finance & Business Operations and our newly appointed Director of People & Culture.

You will be accountable to the Chief Executive and the Trust Board for reporting on the quality of education, attendance and behaviour, personal development and the quality of distributed leadership across our schools, working with our committed Headteachers to ensure we are providing the highest standards of education possible.

We are looking for an exceptional individual who has proven, extensive experience of school support and improvement as a senior leader, and ideally with experience as an educational adviser, consultant, or systems leader. Ofsted team inspection experience or training would also be an advantage.

You will be confident in the analysis and presentation of complex data, so you can support us in diagnosing needs, identifying achievement gaps and putting in place effective strategies to address and improve. You will support leaders to prepare for inspections and you will be capable of combining high-level strategic ability with a pragmatic approach that can rapidly adapt to tactical or unplanned pressures. The collaborative and trusted relationships you forge with our Executive Board will be fundamental to your success.



CONTEXT OF THE ROLE

TLT is preparing for continued sustainable growth over the next few years, and this key role will help support the Director of Finance & Business Operations to shape a Shared Services Team which can effectively meet the needs of our schools and communities, whilst maintaining the level of challenge and support our existing schools are looking for. TLT is committed to staff wellbeing at all levels and the Director of Education should be mindful of how they can support the wellbeing of each of our Headteachers.

At TLT we cherish the individuality and character of each of our schools and our communities. We recognise that we are stronger together and therefore we are also committed to a range of agreed consistent standards and approaches which reduce workload and repetition across our Trust. We are seeking an individual with professional credibility and personal rapport to quickly establish a dialogue characterised by honesty and openness, in line with our core values and beliefs.

Recent and proven experience of effectively supporting school leaders and a clear understanding of the challenges faced by children and families today is essential.



JOB DESCRIPTION

Job Title	Director of Education
Phase	Shared Services
Accountable To	CEO
Responsible For	N/A
Grade / Scale	Leadership Scale L19-L25
Date	September 2024

Job Purpose

To contribute to the school's and Trust strategic leadership as the Director of Education.

Understanding, and developing the ethos and culture of the Trust to drive educational improvement so that every child reaches their full potential.

Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Overall Strategic Responsibility

- Bring to life the values, strategic direction and vision, in line with the ambitions of Tandridge Learning Trust, ensuring an embedded culture of excellence.
- Provide strategic leadership advice and planning working closely between the Chief Executive (CEO), the Director of Finance and Business Operations (DFBO), and school leadership teams.
- Work with the CEO and the other Executive Board members to secure the strategic goals of the Trust.
- Promote the work of the Trust in educational excellence and success through the delivery of high quality training and networking events.



JOB DESCRIPTION

- Support and contribute to the Trust's growth strategy, appraising the needs of new schools joining the Trust and devising a plan of support post conversion.
- Provide Trust-wide leadership in school improvement, inclusion, data and assessment, creating outstanding provision. Ensuring gaps in school performance are identified and analysed so that appropriate support and challenge is offered to achieve improvement.
- Work with the Executive Board to develop and implement a strategic plan, across the Trust, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress.
- Ensure the sustained raising of aspiration, achievement, and attainment, is met through an inclusive, sustainable, and innovative educational environment.
- Co-ordinate strategic reporting of education outcomes, provision and standards for the Trust Board.
- Support schools to achieve their performance targets.
- Maintain an up-to-date knowledge of developments in school improvement, inspection processes and self-evaluation, support the Trust strategy to ensure all schools are continuously improving.
- Support schools' Ofsted Inspections.

Leading Learning and Teaching

- Support the schools to develop, embed and sustain our TLT School Improvement Model.
- Provide senior educational advice, providing highly effective strategies to support and challenge our schools.
- Oversee the quality of education across the Trust, through detailed analysis and evaluation.
- Support and embed creative, responsive, and effective approaches to learning and teaching across the Trust.
- Develop and support CPD opportunities and the effective use of our internal school improvement networks
- Promote excellence in teaching and learning, ensuring a continuous and consistent Trust-wide focus on maximising the educational and personal development of pupils so they are confident, ambitious learners, ready to contribute to the community and enter the next phase of their education.
- Develop an inclusive and supportive approach so that each school is a place where all young people and the wider school community feel safe and welcome.
- Ensure challenging and meaningful targets for improved outcomes by supporting the development and implementation of robust self-evaluation and school improvement plans/strategies.
- Add value, opinion and thought to school development and curriculum issues/matters.



JOB DESCRIPTION

People Leadership and Development

- Create a positive culture of personal responsibility, expertise, and collaborative learning strategies to tackle any underperformance in accordance with Trust HR policies.
- Working with the Executive Board to develop and implement an affordable annual programme of high-quality professional development for all staff.
- Oversee and support headteachers' appraisal, advising local governors on behalf of the CEO.

Operational Leadership

- Be a role model for ensuring that the values of the Trust are upheld through personal conduct and through personal leadership behaviour.
- Lead the education focus of our Shared Services team, ensuring they are effectively deployed and building team capacity for future growth.
- Support school leaders to make the most effective use of staff deployment and learning space.

Governance and Accountability

- Report to the Trust Board/Learning Development Committee (LDC) as owner of key educational performance risks and mitigation strategies.
- Ensure that Trustees have access to all relevant educational data, information, and options to support their decision-making.
- Ensure that systems and reporting structures are in place so that Trustees and the LDC can effectively, appropriately, and proportionately govern the strategic and operational education risks of the Trust.
- Secure robust school self-evaluation and quality assurance procedures.

General Responsibilities

- To maintain confidentiality and integrity at all times in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- To undertake other duties commensurate with the senior nature of the post as directed by the CEO.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the Trusts Safeguarding and Child Protection Policies



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Educated to degree level • Qualified Teacher Status • Evidence of CPD relevant to the seniority of the role 	<ul style="list-style-type: none"> • Other professional qualifications (eg. NPQH, NPQEL, MA, PhD) • Practicing Ofsted Inspector or in the process of applying to become an Inspector or equivalent i.e, NLE
EXPERIENCE	<ul style="list-style-type: none"> • Significant senior leadership experience across different settings with a track record of improving and sustaining Early Years and Primary school standards. • Providing educational consultancy or advising a range of schools within primary education. • Proven ability to successfully articulate a clear and coherent vision. • Evidence of working towards embedding effective EDI in all aspects of school life. • Working successfully with SEND, disadvantaged and other groups to support progression in learning, development and wellbeing for every child's individual needs. • Compiling, analysing and presenting robust data to enable strategic decisions on target setting, evaluation and assessing the impact of interventions. • Quality assuring school self-evaluation and improvement activities. • The ability to inspire trust and confidence within the whole Trust community and all stakeholders, building and sustaining a positive values-based organisational culture. • Experience of directly and indirectly shaping decision making and the behaviour of others to benefit the organisation • Experience of intentionally seeking to understand the needs and motivations of individuals and teams when planning actions, using this information to motivate, align, challenge and involve. • A strong track record of performance managing professional staff; driving morale, raising standards and promoting a team ethos. • Experience as an exemplary coach and mentor • Successful experience in building powerful relationships and networks 	<ul style="list-style-type: none"> • Experience of working effectively with governance to create a vision and form the direction for an organisation • Experience of being able to clearly map professional learning to the goals of the organisation and this is differentiated according to team and individual need • Ability to demonstrate political acumen when required

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> • Successful experience of negotiating and managing conflict, providing appropriate support where necessary 	
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Extensive knowledge of the Ofsted framework and assessment criteria and applying this knowledge to support schools to meet statutory requirements • Proven success at both strategic and shorter-term improvement planning, informed by the financial, education and community context • Knowledge of how children and adults acquire knowledge, understanding and skills and use this to intelligently drive improvement • Knowledge of key strategies for raising achievement and advancing effective teaching and learning • Ability to develop, communicate and successfully implement improvement strategies • Strong analytical skills, able to use valid and timely data to drive well-informed decision making, action planning and review and to ensure that teams and individuals are all adept at using data • Understanding of and competent use of ICT to aid and promote the quality of teaching and admin • Ability to inspire and motivate all, through effective interpersonal, communication and presentation skills / strong personal impact presence • Proven ability to lead change • Prioritisation and time management skills • Able to encourage reflection, delegate responsibility, build teams, and inspire staff to achieve their full potential 	<ul style="list-style-type: none"> • Project Management techniques including budget and resource management • Evidence of understanding funding streams in relation to pupil premium • Able to understand and communicate the links between organisational goals, structures, processes and meetings to coherently map these to professional learning needs
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Alignment with TLT vision and values • Commitment to ethical leadership to the highest standards with openness and integrity • Confident strategic thinker • Positive, enthusiastic approach, solution focused • Exhibits intellectual curiosity and demonstrates genuine interest and authenticity • Understands self, actively developing own talents, skills and traits for the benefit of the organisation 	

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">• Shows a high level of emotional intelligence, resilience and perseverance when faced with challenges• Ability to respect and maintain confidentiality where required	
SAFEGUARDING	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Trust's Child Protection & Safeguarding and related policies• Clear understanding of child protections legislation and practice	

CONTACT DETAILS & HOW TO APPLY

Please complete the online application process via our recruitment website

https://ce0218li.webitrent.com/ce0218li_webrecruitment/wrd/run/ETREC179GF.open?WVID=345130MKQt

CLOSING DATE: Tuesday 17th September 2024

Designated Contact for this Vacancy

Name:	Rebecca Plaskitt
Job Title:	Chief Executive
Phone Number:	01883 776677 x2014
Email Address:	R.Plaskitt@TandridgeLearningTrust.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.



Tandridge Learning Trust



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Tandridge Learning Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059 and has a registered office at Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB

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