**JOB DESCRIPTION**

**Job Title: Director of Primary Education**

**Location:** tbc

**Responsible to:** Chief Executive Officer

**Purpose of the Role**

In conjunction with the CEO, responsible for Trust effectiveness and specifically for the strategic development of school improvement services to the Trust primary schools, supporting the development of both teaching and school leadership.

An outstanding strategic leader, who is able to support the development of the vision, values and ethos for the Bohunt Education Trust and who will inspire and empower others to share in achieving it. The Director of Primary will be accountable to the CEO and the Board of Trustees, taking responsibility for the development and performance of primary provision within the Trust; a driven leader who will be committed to delivering innovative teaching and unparalleled opportunities for all pupils across the Trust. The Director of Primary will, alongside the Trust Leadership Team, support the development of cross phase nurture and transition provision across the Trust as well as the quality assurance of schools and develop CPD opportunities to enhance the quality of teaching and leadership across the Trust.

**Strategic**

* Develop and support the growth of the Trust with the CEO in accordance with the Trust Board’s and schools’ stated vision, aims, objectives and values, including the development of the Trust from secondary phase education to all-through and primary phase provision.
* Develop and support effective relationships which allow the Trust and its constituent schools to achieve excellence.
* Support the development and review of the Trust Improvement Plan and other key documents such as the Trust self-evaluation document including the formulation and review of KPI’s.
* Support and develop a culture of constant improvement and be an inspirational leader committed to the highest expectations in all areas of the Trust’s work.
* Develop and maintain effective relationships with the Regional School Commissioner (RSC) and Department for Education (DfE), Education and Skills Funding Agency (ESFA), Local Authority, Diocese (where relevant), Trustees, Head Teachers and all school staff/trainees and children/young people in order to ensure the success of the Trust and its schools.
* Maintain an outward facing role with the local, regional, national and international community on behalf of the Trust to further its external relationships with local, regional, national and international schools, and also in support of the individual schools within the Bohunt Education Trust.

**Leadership and Management**

* Be proactive and drive the delegated strategic priorities ensuring that the Trust improvement plan is fully aligned and in tune with the local schools’ plans.
* With the support of the CEO and Chief Finance Officer (CFO), contribute to the development of the central Trust team and central service provision and in particular school improvement through the agreed structures and accountability matrix. In addition, through the development, implementation and review of Trust level policies to achieve the Board’s stated objectives and KPI’s.
* With the CEO, ensure the effective capture of all data to meet statutory and legislative standards.
* Lead, monitor and analyse relevant pupil achievement data including the Trust’s systems.
* Ensure that there are clear school improvement quality assurance systems embedded across the Trust that drive consistency and improvement in performance.
* Achieve effective communication, both internally and externally to the Trust, including liaising with all stakeholders.
* Lead on the schools’ responses to quality assurance processes, supporting the individual school action plan and CPD.
* Where required support the CEO with Head Teacher appraisals, leading on objective setting and review with school representatives.
* Lead some identified teacher/support staff groups to enhance professional development.
* Where relevant mentor, coach and induct BET staff, demonstrating high quality performance and approach to these processes.

**Resources/Change Management**

* Work closely (where relevant) with the Department of Education, the RSC, Local Authority, local School leaders, Local Governing Bodies and the Board of Trustees to effectively manage delegated budgets and resources to achieve KPI’s and action planning success criteria.
* To keep abreast of developments locally, regionally and nationally attending relevant meetings and CPD including changing legislation, new initiatives and changing practice.
* Advise on the allocation of resources across the Trust with the CEO and CFO.
* In line with the agreed Trust models of delegation - to select, train, develop, empower and motivate the senior staff of the Trust; to appoint associate consultants as appropriate; and to support academy Headteachers in local academy recruitment and staff development.

**Teaching & Learning/School Improvement**

* Be accountable for all aspects of Teaching and Learning and standards across the primary schools in the Trust, set high professional standards and ensure the education vision is understood and embraced.
* Be responsible for developing the primary curriculum across BET both for the new primary school opening within Bohunt Horsham but also for the primaries that join the Trust over time.
* Be responsible for developing and leading the process for school improvement across the Trust, providing quality assurance and accountability; this will be achieved through a rigorous and robust system of target setting which will be reviewed and reported regularly to the Trust Board.
* Provide dynamic and strategic direction and leadership for Teaching and Learning across the schools.
* Support a Trust-wide improvement function that will ensure that the individual requirements in each school’s performance are identified and analysed, appropriately costed and prioritised solutions are developed and secured. This includes the commissioning of internal resources through cross trust support and/or external support from a range of providers or individuals who meet strict and agreed criteria for quality, including evidence of effectiveness and impact.

**Finance and Procurement**

* With the CFO, CEO, Headteachers and through the most appropriate agreed roles within the Trust structure, negotiate and agree optimum prices with various service providers in order to achieve economies of scale, and to adopt the appropriate procurement process to support school improvement services.
* Develop and implement strategies (where relevant) for the generation of additional revenue and resources for the Trust.

**Compliance**

* Support through day-to-day working and in accordance with Trust-wide policies to ensure that the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding, Data Protection, those required by Companies House and the Charity Commissioners, and the Master and Supplementary Funding Agreements.

**Partnerships**

* Support and contribute to a partnership strategy that ensures the Trust and its schools participate in local, national and international education networks.
* Identify key agencies, individuals and groups that could enhance the delivery of the Trust’s strategy at local level and build relationships locally, nationally and internationally to secure their support in partnership with the relevant personnel from the schools.
* Share skills, expertise and capacity across the Trust and its schools and embed system leadership practice.
* Build and maintain strong relationships with parents/carers, children/young people, Staff, Trustees and Governors across the Trust.

**General Responsibilities as a Member of the Trust Central Team**

* Fully contribute and participate in Trust level leadership meetings as required.
* Attend Board of Trustees meetings as directed and deliver presentations on specific areas of focus including initiatives, strategy and outcomes.
* Perform duties in a professional manner and with integrity at all times within the role of the job.
* Undertake any other reasonable duties as may be required from time to time that are within the level of the post on the direction of the Chief Executive Officer.
* Adhere and comply with all school and Trust policies.
* Be responsible for your own training and development needs and participate in training opportunities in line with the needs of the Trust.
* Lead or support Trust investigations, first committee or appeals processes for HR and pupil discipline cases where relevant.
* All roles within the Bohunt Education Trust  require post holders to work with children and young people.
* All staff must adhere to the Trust’s safeguarding practices and have an up-to-date knowledge of this agenda to ensure all children are safeguarded while in the care of its schools.
* The provisions in this job description support the delegation of duties from the Board or CEO where relevant and suitable to pay scale and following discussion with the CEO/ Trustees. This job description will be reviewed annually to reflect the plans, growth and development of the Trust.

## This job description is illustrative and each individual task may not be identified. Employees of BET are expected to comply with any reasonable request to undertake work of a similar level that is not specified here.

*Bohunt Education Trust is committed to safeguarding and promoting welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. The post is subject to an enhanced DBS check and satisfactory references. We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships*

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