



Job Description

Director of Primary Education: Deputy Chief Executive

Reporting to	Chief Executive of the Wessex Learning Trust Working in tandem with the Director of Learning and the Director of Operations
Salary/Grade	Leadership Scale Points 24 – 30 (£78,010 - £90,365)
Hours	Full-Time

Purpose	Lead and line manage the Primary sector for the Trust on behalf of the Chief Executive. Provide inspirational, dynamic and strategic leadership and collaboration between our First and Primary schools. Provide effective line management of the Headteachers and Executive Headteachers of these settings. Working with the Director of Learning, driving consistent school improvement to achieve the highest standards of staff performance and learner achievement. Working with the Director of Operations, driving consistent effective business and operational systems and structures. Be a member of the Executive Leadership Team (ELT).
Key Responsibilities	• Translate the Wessex Primary vision into agreed objectives and operational plans which will promote and sustain improvement for these schools within the Trust, embracing diversity, individual school ethos and the communities our schools serve. • Line manage the Primary sector (Executive) Headteachers, providing ambition, advice and support. Challenge Headteachers with Radical Candor to improve outcomes and to deliver on challenging targets. • Through effective and emotionally intelligent leadership motivate Headteachers across the sector to generate a positive, can-do, solution-focused, shared culture and positive mindset. • Line manage and undertake appraisals with the Headteachers, leading on objective setting and regular reviews. • Provide focused leadership for Headteachers in the preparation for and follow up to all Ofsted inspections ensuring they are thorough, robust and lead to the best possible outcomes. • Work with the Chief Executive, Director of Learning, Director of Operations, Trustees, Governors, (Executive) Headteachers, key leaders and other relevant stakeholders to further develop the primary school improvement offer.

**Leadership
Expectations**

- Working with the Director of Learning, identify schools' vulnerabilities and co-lead the development of strategic and practical responses to mitigate risks, in conjunction with headteachers.
- Work with the Wessex Finance Team to ensure that learning and learner achievement is at the centre of effective resource deployment across the sector.
- Drive the effectiveness of primary/first school organisational structures and cluster models ensuring that resources are deployed to meet the needs of learners.
- Review effectiveness of staffing across Primary / First school clusters, seeking advantages for learner development and outcomes and for staff in joint working.
- Work with the Trust's Human Resource function to resolve personnel issues that may arise across the Primary sector.
- Work with the Trust's Estates Manager to ensure that schools are brought up to a high standard of decoration, that health & safety issues are resolved quickly and that future capital expenditure plans are in place.
- Work with the Trust's IT Manager to ensure ICT re-refresh is planned and budgeted for across the sector and that cyber security protocols are effective
- Support and help organise Primary Sector governor training.
- Support ELT and Trustees with Trust policy development that is specific for the Primary Sector.
- Work with the Trust's Marketing and Communications Officer to promote the Wessex Primary Sector.
- Successfully organise and lead the Primary Heads group.
- Work with the Director of Learning in the development of aligned principles for curriculum convergence, teaching and learning.
- Explore all opportunities afforded by the Trust to take advantage of benefits that being part of a Trust brings, including the work involving consultants and education advisers.
- Play a key role in the appointment, onboarding and training of new Headteachers and key school leadership appointments in the Primary sector.
- Support the centralised recruitment strategies.
- Work with the Chief Executive, Director of Learning, Director of Operations and other Trust Leaders, Trustees and Governors to create an organisational structure for the Trust which reflects the individual values of the schools and ensures a focus on learner outcomes and well-being.
- Deputise for the Chief Executive when requested.

Ensure that the Trust:

- Has evidence-based improvement plans and policies for the development of the Trust.
- Has policies and procedures that take account of national and local policies and initiatives in conjunction with the Chief Executive, Director of Learning and Director of Operations.
- Coach, mentor, support and develop the leaders within the Trust so that they can achieve the identified priorities for their schools.
- Recruits, motivates, develops, deploys and retains high calibre staff to achieve the vision and goals of the Trust.
- Uses financial and human resources effectively and efficiently so as to achieve the Trust's goals and educational priorities.
- Complies with the provision of the Education Acts and any consequential requirements, schools' Instrument of Governance and any academy agreements as they apply to the schools.
- Complies with other legislation as it applies to the schools, including health and safety.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive Trust-wide culture.

	• Actively engage with other organisations in the community to extend collaboration positively. • Co-operate and work with relevant agencies to protect children. • Practice collaborative leadership. • Show a commitment to own professional development. • Be accountable to the Chief Executive and Trustees and support them in meeting their responsibilities. • Work collegiately with the Director of Learning and the Director of Operations, both of whom have whole-Trust remits and whole-Trust leadership roles • Further develop a Trust-wide ethos which enables everyone to work collaboratively, respect differences, share knowledge and celebrate success together. • Present a coherent, understandable and accurate account of the Trust's Primary performance to a range of stakeholders including Trustees, Governors, parents and carers. • Lead the process of positively supporting individual Trust schools to prepare for external inspection. • Work to establish the Trust as a beacon of educational excellence within the wider community. • Promote tolerance and understanding of others. • Maintain an effective partnership with parents and carers to support and improve learner achievement and personal development. • Identify opportunities to further involve parents and carers, community figures, business or other organisations in the Trust to enhance and enrich the Trust's schools and their values to the wider community. • Share knowledge and experience with other Trusts so as to promote innovative initiatives, thereby contributing to the development of the education system. The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the child protection and safeguarding policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern the Trust's child protection procedures will be followed alongside implementation of the Trust disciplinary procedures.
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Additional duties and Information	• Ensure the aims, priorities and policies of the Trust are adhered to. • Act as a positive representative of the Trust and its learners in all circumstances and at all times. • Whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. • Employees are expected to be courteous to colleagues and provide a welcoming environment to all, maintaining a professional standard of demeanour and dress. • Attending relevant meetings, as required. • Participating in training and other learning activities and performance development, as required. • This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified. The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.
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PERSON SPECIFICATION	
Essential	Essential (E) Desirable (D)
QUALIFICATIONS	
QTS (Qualified Teacher Status)	E
Postgraduate qualifications	E
National Professional Qualification for Headship (NPQH) and/or National Professional Qualification for Executive Leadership (NPQEL) or equivalent	D
EXPERIENCE	
Evidence of successful experience as a Deputy Headteacher or Headteacher	E
Recent professional development that evidences preparation for this post	E
Proven track record of school improvement over time, as evidenced by Ofsted judgements and learner outcomes	E
Evidence of impact working beyond own school setting and influencing through others	E
Evidence of developing research-informed practice	E
Understanding and experience of the current Ofsted framework and national qualifications framework	E
Experience of rigorous self-evaluation and external review/inspection of schools	E
Experience of re-motivating disengaged learners in schools, improving attendance, behaviour and learner performance, including for vulnerable learners	E
Experience of growing and developing teams of experienced leaders	E
Knowledge of curriculum and assessment and experience of relevant phase for the post applying for	E
Evidence of using data, benchmarks and feedback to monitor progress in learning and to bring about rapid improvement	E
Able to evidence leading innovation in schools to develop high quality learning and teaching	E
A track record of developing leadership in others	E
Evidence of promoting an ethos of shared responsibility for the success of all learners	E
A track record of fostering an open, fair and equitable culture	E
Evidence of successfully managing conflict	E

SKILLS	
Excellent written and verbal communication skills	E
Self-motivated with a high level of organisational skills and the ability to prioritise workload effectively	E
Adaptable to changing circumstances and new ideas	E
Resilient, hard-working and able to maintain a sense of perspective	E
Track record of providing inspirational and strong collaborative leadership to staff, governors/trustees and parents/carers	E
Able to give and receive effective feedback, be reflective and develop own practice	E
PERSONAL QUALITIES	
Energetic, adaptable, enthusiastic and reliable with personal impact and presence	E
Inquisitive and able to think creatively, solve problems and make decisions based on sound judgement	E
Passionate about delivering high quality education to children and their families	E
Demonstrate professionalism, loyalty, and integrity	E
Empathy with learners and families in difficult circumstances	E
OTHER	
Comply with safer recruitment checks including enhanced DBS	E

Signature (employee):	
Date:	
Signature (line manager):	
Date:	