

Every child, every chance, every day.

Every child deserves the best possible start in life

Jan
2022



Recruitment Pack Director of Primary Education



Exceed Learning Partnership

• EVERY CHILD • EVERY CHANCE • EVERY DAY •

Welcome from the CEO

Dear Applicant,

Thank you for taking an interest in developing your career with Exceed Learning Partnership. We are a Multi-Academy Trust currently serving five primary academies within Doncaster (soon to be 8) with ambitions to grow over the forthcoming year. Our leaders in all our academies have been making significant impact in Doncaster schools for many years. It is a great opportunity to work with a group of fantastic school leaders who believe passionately in what they are doing. The Director of Primary Education will be a key executive role, that is part of a team supporting and enabling schools to improve the life chances of the children and families we serve.

When any of us choose to become teachers, I think we do so for three major reasons; we love our subject and want to inspire others to share this; we want to pass on our enthusiasm for learning to the next generation; and we believe that a good education is the greatest means of helping establish a fairer society where everyone has the opportunity to make the most of their lives.

When we created Exceed Learning Partnership in April 2017, we did so in order to improve the life chances of pupils in and around Doncaster, particularly the most disadvantaged pupils. Having grown out of Edlington, the academies within the Trust have demonstrated that with the right provision, support and highest aspirations, all pupils can and will succeed. This is our ultimately goal within our Trust – making sure all our academies are exceptional places of learning where everyone thrives.

In our Trust we believe that teachers need the freedom to teach brilliantly, the development and training to grow as learners themselves and the leadership and support that comes from an organisation that is solely focused on education and is run by people who are passionate about Teaching & Learning and know how to create and sustain outstanding schools.

In our Trust we are delighted to welcome great leaders who share in our vision to help our academies to thrive. We support our staff in their learning, with the latest research and innovation, as well as contribute to their growth by sharing our experiences.



Beryce Nixon
Chief Executive Officer and National Leader of Education
BA(Hons)QTS NPQH

All of us within Exceed Learning Partnership continue to grow our expertise so that we can make a difference to the lives of our pupils.

We look forward to meeting with you and warmly welcome you to visit our Trust and all our academies to find out more about the role of Director of Primary Education and the difference you can make!



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Mission Statement

EVERY CHILD, EVERY CHANCE, EVERY DAY



Children within our Trust will always be our main priority, with personalised learning as our starting point, making the challenges of 'Helping Children Achieve More' a reality.



Every child will have the opportunities to expand their horizons, and build the confidence, talents, interests, skills and qualifications to succeed as they make their way towards a fulfilling and prosperous adulthood.



The amount of time children spend in education is finite. We have a responsibility to ensure every moment a child is in an Exceed Learning Partnership School, must be spent productively. Once wasted, it is gone forever and cannot be given back.

We will achieve our vision by:

Every child developing:

- a greater understanding of themselves as a learner
- recognise what their strengths are
- how they can share their strengths with others
- understand what steps they need to undertake for their continual learning journey

Pupils will be encouraged and inspired to believe in themselves, build dreams and aspirations and strive to achieve these.

At Exceed Learning Partnership we believe in social justice through exceptional schools, creating and sustaining the best schools in which to learn and work by pursuing social justice for all.

Every child will be given the same opportunity to succeed, whatever his or her prior attainment. A key feature of the Exceed Learning Partnership will be a learning curriculum which builds the characteristics of Learning across all schools within the trust. This will focus on our learning philosophy skills:

Resilience, Motivation, Collaboration, Creativity, Investigation, Teamwork and Evaluation.



Our Values

Inspire

Embodied in the Trust motto, “Every Child, Every Chance, Every Day”, all members of our organisation aim for excellence in their individual professional roles, in our innovative, evidenced-based practice and in our pupils so that we can all fulfil our potential in whatever we aspire to do or be!

Include

At Exceed Learning Partnership we are concerned with achieving equitable, diverse and quality education for all pupils. ...

Social justice includes a vision of society in which the distribution of resources is equitable and all members are physically and psychologically safe and secure.

Integrity

We respect the individuality of our academies and their communities and always act with integrity. By allowing high levels of autonomy wherever possible, we are able to nurture personalised learning approaches and focus on developing holistic people.

Exceed

Excellence and enjoyment should be an entitlement for all children and adults working in our Trust. We are developing cutting-edge, research-informed and highly engaging pedagogies that ensure high levels of progress and rapid development of staff; leading to the highest levels of achievement for all!

Our Aims and Strategic Objectives

Strategic Objective 1: Outstanding Professionals	<ul style="list-style-type: none">• To develop winning teams of Governors, leaders, staff and other stakeholders who are forward thinking, highly skilled, open, hardworking and determined to enable success for others
Strategic Objective 2: Innovative Systems Enabling Creative Schools	<ul style="list-style-type: none">• To create Innovative and sustainable schools that are creative, vibrant, safe, compliant, financially healthy, well-resourced and exceptionally well governed and led
Strategic Objective 3: Strong Partnerships and Communities	<ul style="list-style-type: none">• To work closely with our local communities and parents to secure the best outcomes and opportunities for our learners.• To develop a network of partnerships across all our academies, our local area and across the country which are powerful in supporting the development of all.
Strategic Objective 4: Enabling Exceptional Learners	<ul style="list-style-type: none">• To develop learners who are highly successful with attributes, skills and qualifications for a fulfilling life.• To ensure all our learners have a high quality school experience and enjoy an abundance of opportunities.



Meet Our Central Team



Beryce Nixon
Chief Executive Officer

ceo@exceedlearningpartnership.com
01709 805175

[+ Read More](#)



Andy Hibbitt
Deputy Chief Executive and Chief Operating Officer

coo@exceedlearningpartnership.com
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07384 117065

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Lindsey Birley
Chief Finance Officer

cfo@exceedlearningpartnership.com
01709 805175

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Katy Ousley
Trust Finance Officer

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07387 884606

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Lorraine Burton
Business Support Officer

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Janine Tuke
Personal Assistant to the CEO

pa@exceedlearningpartnership.com
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Victoria Mahon
Governance Professional

clerk@exceedlearningpartnership.com
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Rachel Hodgson
Trust Project Officer

projectofficer@exceedlearningpartnership.com
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Meet Our Academies



Hill Top was judged 'outstanding' in November 2011, it is a National Support School and currently has 370 pupils on roll, serving the village of Edlington in Doncaster from nursery age through to Year 6.



Edlington Victoria Academy is the second primary academy within the village, they have 281 pupils on roll, and was judged as 'good' during its last Ofsted inspection in January 2020.



Carr Lodge Academy joined the Trust in 2018 and is a state-of-the-art, bright and spacious building, thoughtfully planned with its own array of excellent facilities, making it the perfect place to begin your child's educational journey.

The academy achieved a good judgement in January 2019 and has 420 pupils.

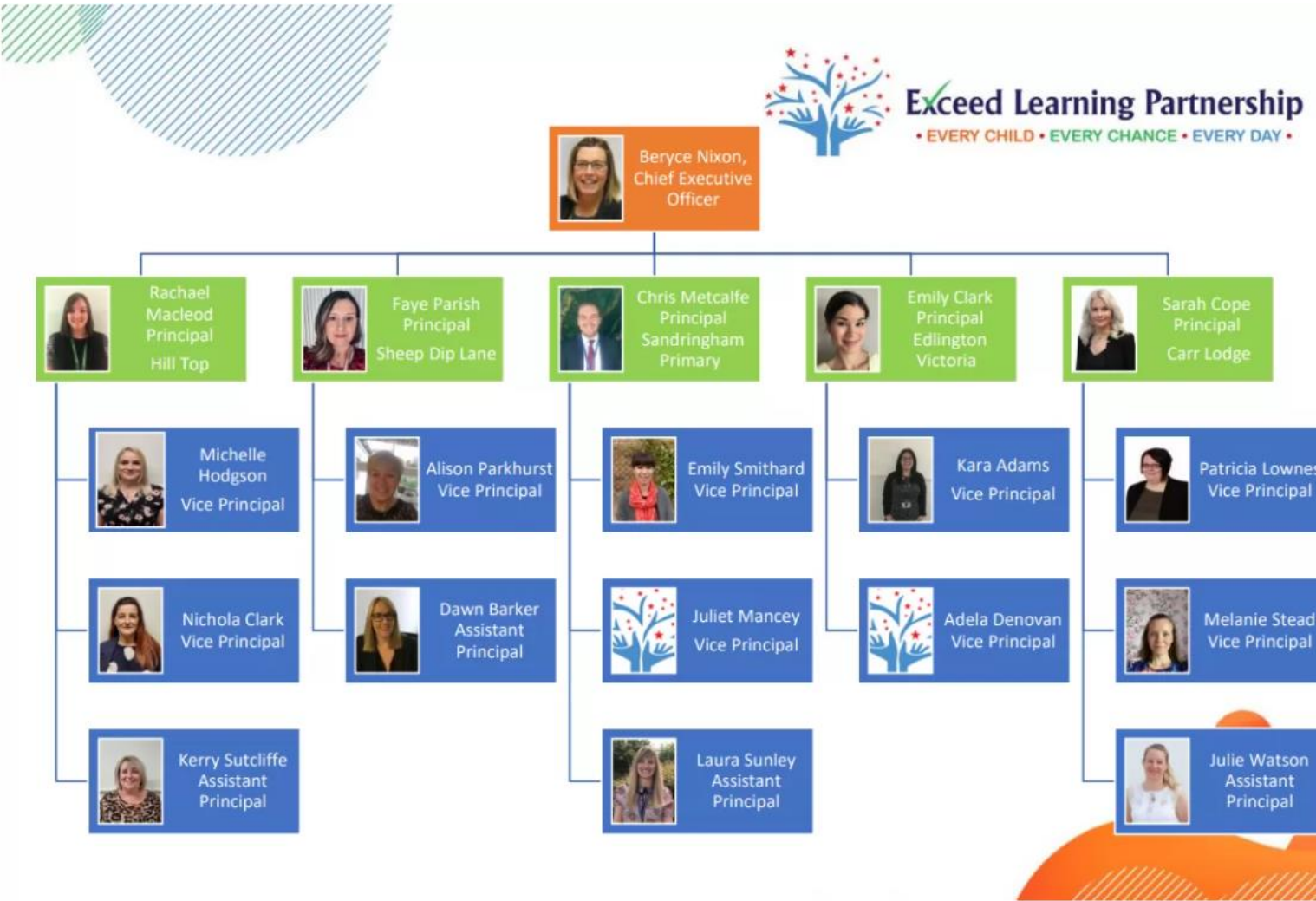


Sandringham Primary School is a large primary academy with approximately 420 pupils on roll based in Intake. The academy has a 'good' inspection judgement which was secured in June 2018.



Hatfield Sheep Dip Lane Primary joined the Trust in April 2020. It currently has 276 pupils and serves the Hatfield/Dunsville community. It currently has a judgement of 'requires improvement' in its last inspection, prior to joining the trust.

Meet Your Academy Leadership Team



The Exceed Learning Partnership



Application Pack for the position of:

Director of Primary Education



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Edlington Lane, Doncaster, South Yorkshire DN12 1PL
T 01709 805175 | E admin@exceedlearningpartnership.com

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Job Description

Exceed Learning Partnership is a multi-academy sponsor, specialising in the development of Innovative Education which sets high standards and provides pupils with access to opportunities through excellent teaching and inspirational leadership. ELP academies are at the heart of their communities and community learning, and work with local authorities, employers and high-performing educational institutions.

Job Title:	Director of Primary Education
Grade:	L28 – L32 (£81,942 - £90,379) Full-Time 52 weeks per year Generous 40 days Annual Leave Entitlement
Location:	Trust Central Team Office with travel required to all ELP academies
Reporting to:	Chief Executive Officer
Responsible for:	Academy Principals and Academy Improvement Roles

Job Specification

Director of Primary Education: Job Specification	
Job Purpose	<p>The Director of Education is responsible for ensuring that all Exceed academies deliver excellent and inspiring education provision for all pupils. This role will provide professional challenge and support to a portfolio of academies, supporting leaders to effectively evaluate performance, identify priorities for improvement and plan effective change. The Director of Primary Education will lead improvement and quality assurance work, as detailed in Exceed's School Improvement Strategy, ensuring all activities, reviews and processes are completed and result in continually improving standards. This role will also line manage Principals and support academies through Ofsted inspections.</p> <p>The Director of Primary Education will also have additional responsibilities for Trust wide improvement strategies, planning all professional learning opportunities by leading networks and professional learning days.</p>
Overview of the Role	<p>The Director of Primary Education will be:</p> <ul style="list-style-type: none"> • an inspirational and strategic leader with a successful record of educational improvement • able to build relationships quickly and effectively with colleagues and academy leaders • able to accurately identify areas for academy development and ensure improvement plans are robust and will lead to excellence and / or bring about improvement rapidly • able to effectively prepare academies for successful Ofsted inspections • able to work directly and intensively with targeted academies to bring about improvements in specific areas; for example, finances, curriculum design, pupil absence, disadvantaged outcomes, progress of SEND pupils, quality of teaching etc. • an effective communicator in all forms • able to effectively monitor standards and use quality assurance processes to accurately inform academy and trust leaders about the quality of educational performance in all academies • interested and up to date with primary education policy, debate and practice • able to develop and deliver improvement strategies that impact on a large number of leaders, practitioners and academies • credible and knowledgeable in a wide range of education issues and leadership scenarios • resilient, dynamic and keen to lead by example • organised, hard-working and able to cope with demanding workloads
Reports to	Chief Executive Officer and Deputy Chief Executive Officer

- Develop and facilitate the Trust in accordance with the Trust Board's and academies' stated aims, objectives and values.
- Develop and implement an effective corporate environment that allows the Trust and its constituent academies to achieve excellence.
- Support the Chief Executive Officer (CEO) in delivering the annual business plan and key documents such as the Trust's Strategic Annual Improvement plan, self-evaluation and academy improvement plans, and in particular support the growth and development of the Trust in line with the local demographic.
- Together with the CEO, ensure robust and appropriate proactive risk mitigation and management for the Trust and ensure that the risk strategy is aligned to local academy risk strategies.
- Alongside the CEO, ensure that the Trust meets all legislative and statutory requirements, including Health and Safety, Safeguarding and those required by Companies House, the Charity Commissioners, Data Protection, and the Master and Supplementary Funding Agreements.
- Support the CEO to ensure that there are clear quality-assurance systems embedded across the Trust, driving consistency and improvement in performance.
- Create a culture of constant improvement and be an inspirational leader, committed to the highest achievement in all areas of the Trust's work.
- Lead and manage all operations through the agreed organisational structures and accountability measures, and through the development, implementation and review of Trust-level policies to achieve the Board's stated objectives.
- Be proactive and drive strategic priorities, ensuring that the Trust strategic plan is fully aligned and in tune with the local academy plans.
- Support the CEO to develop and effectively and efficiently manage the learning environment, resources (people/assets/finances) and facilities of academies within the Trust, with particular emphasis on the planning and development required to support the predicted growth in pupil numbers at the academies.
- Support the CEO to ensure that the Trust effectively manages its talent through strategic and local continuous professional development and succession planning.
- Support the CEO to ensure the effective capture of all data to meet statutory and legislative standards.
- Support and maintain effective relationships with the Regional School Commissioner (RSC), Department for Education (DfE), Education, Skills & Funding Agency (ESFA), the Local Authority (LA), Directors, Principals and Local Governing Boards in order to ensure the success of the Trust and its academies.
- Work closely with the Local Authority and local academy leaders in the due diligence process for any new academies.
- Maintain an outward-facing role with the local community on behalf of the Trust to further its external relationships, future growth and development and also in support of the individual academies within Exceed Learning Partnership.

Academy Improvement Areas	<p>Main Responsibilities</p> <ul style="list-style-type: none"> • Provide regular high quality challenge and support for Principals and academy leaders, holding them to account for the performance of their academies, including line management and principal performance development. • Lead, support and develop quality assurance procedures. • Analyse academy performance, diagnose issues, broker support, monitor impact and build outstanding leadership capacity within identified academies. • Develop a holistic understanding of the needs of all identified primary academies and provide bespoke and effective support to targeted academies to enable continuous improvement. • Co-ordinate the work of any linked consultants or Education Advisers deployed to support the phase or identified academies and ensure work undertaken is effective. • Use an excellent understanding of educational and leadership issues to ensure the smooth running of identified academies. • Shape and drive the Trust's strategic objectives. • Produce reports to CEO and Directors, via the Standards Committee. • In conjunction with the CEO and Academy Principals, develop the Exceed Professional Learning Document and contribute to professional learning across the Trust, including commissioning and delivering training, research and resource development. • Use an excellent understanding of current educational issues and legislation to raise the profile of Exceed academies by contributing to national debate and agendas. <p>At an academy level, the key tasks include:</p> <ul style="list-style-type: none"> • Rigorous focus on standards to ensure academy and Trust-wide systems and strategies are making a measurable difference to the quality of provision, standards and pupil outcomes. • Rigorous scrutiny of individual academy work, including the quality of teaching and the impact of leaders, reporting to the CEO on academy-level performance, highlighting any concerns and making recommendations for solutions where improvement is not rapid enough. • Ensure the Academy Improvement Plan is ambitious, sharp and focused on key priorities, and is monitored effectively. • Prepare the academy in a highly effective way for their next Ofsted inspection, ensuring self-evaluation is accurate and rigorous. • Support and challenge academy leaders to be effective in all aspects of their work. • Liaise closely with Local Governing Boards, advising where necessary and providing reports and updates on the progress made. • Undertake any other duties of a similar level and responsibility as may be required.
Finance & Procurement	<ul style="list-style-type: none"> • Review and approve annual budgets of the academies in the Trust, ensuring that all budgetary targets are met by individual academies and efficiencies are maximised. • Ensure that all staffing structures are compiled to agreed timescales within the academies and are underpinned by Integrated Financial Planning. • 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 adopt the appropriate procurement process. • Develop and implement strategies for the generation of additional revenue and resources for the Trust.

Partnerships	<ul style="list-style-type: none"> • Develop and lead a partnership strategy to ensure that the Trust and its academies 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; build relationships locally, nationally and internationally to secure their support in partnership with the relevant personnel from the academies. • Share skills, expertise and capacity across the Trust and its academies and embed system leadership practice. • Build and maintain strong relationships with parents/carers, pupils, staff, Directors and Governors across the Trust.
Safeguarding	<ul style="list-style-type: none"> • All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced, with Barred check, in order to satisfy our statutory obligations. It is an offence, if you are barred from engaging in regulated
Data Protection	<ul style="list-style-type: none"> • All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

Person Specification



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	Essential	Desirable	How Identified
Professional Qualifications			
Degree and recognised professional qualification relevant to the role	✓		App Form/ Certificates
A record of recent and relevant continuing professional development	✓		
Post-graduate educational/leadership or management qualification		✓	
Skills, Abilities and Competencies			
Experience of successful Headship of a school or a leadership role within a Trust or Local Authority environment	✓		App form/ Interview/ References
Comprehensive knowledge of the schools’ Ofsted Inspection criteria and processes	✓		
Ability to communicate a vision of outstanding Teaching and Learning through inspiration and empowerment	✓		
Proven experience of successfully leading and supporting school improvement priorities/outcomes and understanding of Ofsted frameworks	✓		
Understanding of the statutory educational framework, current educational issues relating to academies, Company and Charity Law and Knowledge of relevant policies, legislation and codes of practice across education	✓		
Experience of working with school governance	✓		
Strategic planning and review of progress against plans in terms of standards, performance and finances, taking decisive action where necessary	✓		
Experience of finance project costing and budgetary management	✓		
Experience of resource management, estimating, securing and monitoring resources	✓		
Ability to advise on funding and grant opportunities for the Trust	✓		
Ability to plan strategically based on use of data, targets and benchmarking	✓		
A proven track record of developing business planning and managing the introduction of new initiatives, in particular large-scale asset development/school buildings projects	✓		
A successful track record of human and financial resources management	✓		
Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required	✓		
Experience of a successful Improvement Officer or Board role in a Trust environment or educational setting		✓	

Person Specification

Experience of working with different types of schools		✓	
Knowledge and experience of working with Assessing School Performance Data		✓	
Experience of developing public relations/marketing strategies		✓	
Experience of managing significant growth in pupil numbers within a short timescale		✓	
Behavioural Competencies			
Pragmatic with an ability to empower	✓		App form/ Interview/ References
A team player	✓		
Strong leadership skills	✓		
Adaptable and flexible	✓		
Action-orientated and outcomes-focused	✓		
Excellent and adaptable communication skills	✓		
Personal Qualities			
Excellent relationship management; experience of working with Governing Bodies and building effective working relationships at all levels, and reinforcing partnerships	✓		App form/ Interview/ References
Ability to articulate vision to a variety of audiences	✓		
Advocacy, facilitation and negotiation skills	✓		
Intellectually versatile and innovative	✓		
Emotionally intelligent and perceptive	✓		
Reliable and trustworthy	✓		
Demonstrates energy, dynamism and resilience	✓		
Proactive and positive approach to problem-solving	✓		
Ability to develop a high profile and be a strong visible presence for the Trust	✓		
Calm under pressure and self-motivated	✓		
Ability to influence and pursue challenging and rigorous questions	✓		
Excellent interpersonal skills with the sensitivity to work well in a range of situations	✓		
Additional			
Travel in connection with the post, occasional evening working	✓		Interview
Satisfactory enhanced DBS check	✓		DBS process
Satisfactory Trust pre-employment checks	✓		Trust process



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How to Apply – Guidance Notes

Prior to applying:

If you are unclear about any aspect of the application process or you would like any additional information about Exceed Learning Partnership or the role, then please contact:

Mrs Beryce Nixon CEO: CEO@exceedlearningpartnership.com

Informal Communication and visits to the Trust and Academies are strongly advised

If you think you have the qualities required and want to be part of a high-performing team, dedicated to providing the best possible educational opportunities for the young people of Doncaster, then please send your completed application form to:

Email: admin@exceedlearningpartnership.com

Post: Exceed Learning Partnership, c/o Hill Top Academy, Edlington Lane, Edlington, Doncaster, DN12 1PL.

Appointment Process

Informal meetings can be organised with the CEO prior to applying by contacting Janine Tuke (PA to CEO) on pa@exceedlearningpartnership.com or by telephoning the Trust office on: **01709 805175**

Closing Date for Applications:

Monday 21st February 2022 at 12.00 noon

Shortlisting for Candidates:

Tuesday 22nd February 2022

Interview Date for Candidates:

Monday 28th February 2022 (Stage 1) – successful candidates from Stage 1 will be invited to attend Stage 2

Tuesday 1st March 2022 (Stage 2)

Should you decide to apply, please confirm your availability for these dates when submitting your application.

References will only be taken up for shortlisted candidates who will be notified beforehand. Please contact each of your named referees to inform them that, if you are shortlisted, we will request a reference prior to the interview.

Please note that providing false information as part of your application may lead to a withdrawal of any conditional offer of employment, or disciplinary procedures potentially leading to dismissal without notice if you have already