

Recruitment Pack

Director of Secondary Education and Standards



CONTENTS

Contents	1
About our Trust	2
Job Advert	3
How to apply	4
Job Description	4
Further Information	8
Person Specification	8

ABOUT OUR TRUST

The Priory Learning Trust (TPLT) is a Multi-Academy Trust (MAT) of primary and secondary schools in the South West of England. The Trust was established in August 2016 and currently comprises of three secondary schools, five primary schools and four early years settings. We are a cross-phase MAT with academies across the age range from nursery to sixth form.

	Academy	Age Range	Website
1.	Priory Community School Academy	11-16 years	www.pcsa.org.uk
2.	Worle Community School Academy	11-16 years	www.worle-school.org.uk
3.	The King Alfred School Academy (includes Sixth Form Centre)	11-18 years	www.tkasa.org.uk
4.	Castle Batch Primary School Academy (includes Little Learners Nursery @CBPSA)	2-11 years	www.castlebatch.n-somerset.sch.uk
5.	St Anne's Church Academy (dual site) (includes Little Learners Nursery @WW)	2-11 years	www.stanneschurchacademy.co.uk
6.	Pawlett Primary School Academy	4-11 years	www.pawlettprimaryschool.co.uk
7.	East Huntspill Primary Academy (includes Little Learners Nursery @EHPA)	2-11 years	www.huntspillfederation.co.uk
8.	West Huntspill Primary Academy (includes Little Learners Nursery @WHPA)	2-11 years	www.huntspillfederation.co.uk

TPLT grew from an intent to bring the power of partnership and sharing to bear and provide a first-class education to a wide range of children, from all backgrounds.

At our heart is a passion to put 'Students First' and deliver exceptional education; beyond outstanding for every single child. We do this with a relentless drive for academic excellence, shared moral purpose and values combined with lots of fun and happiness. We believe that happy schools are also high-achieving, successful schools.

We strive for partnerships between students, families, staff to create exceptional student outcomes and we serve communities to play our part to strengthen them. We also 'cherish' our staff. We believe they are amazing and are passionate to empower them through support, training, and career opportunities. With such brilliant people all aiming for the same goals, we are able to ensure every student achieves all that they are capable of and more, regardless of their background.

TPLT has a successful Schools Direct programme in partnership with Plymouth Marjon University. This has been a great foundation on which to build for excellence. We know that this key focus on staff development will deliver exciting and effective learning to our children and young people.

There are many reasons why Somerset is an attractive place to live, work and visit. For most, it is renowned for its wonderful natural assets, including part of the Mendip Area of Outstanding Natural Beauty, sites of Special Scientific Interest and 25 miles of beautiful coastline. But there is much more to Somerset and North Somerset than meets the eye.

It is in a great location, strategically positioned close to Bristol, Bath and the M4 corridor for fast regional connectivity. We are also well connected nationally and internationally, with quick links to London Paddington, South Wales, the Midlands and the South West via Bristol Airport, the port, the M5 motorway and direct trains.

Nathan Jenkins
Chief Executive Officer

Trust dimensions at September 2022:

Students on Roll: circa 5000 **No. of Staff:** circa 800

JOB ADVERT

Director of Secondary Education and Standards– The Priory Learning Trust

Hours: Full Time

Grade/Salary: TPLT Leadership Grade L34 – L38 £99,660 - £109,922 per annum

Contract Type: Permanent

We are looking to recruit a Director of Secondary Education and Standards to join our Multi Academy Trust.

We need an exceptional leader with the ability, passion and enthusiasm to develop, promote and support the vision and direction of the Trust, enabling it to build success through high quality education for all.

The Director of Secondary Education and Standards will provide strategic leadership and be accountable for strategy, development, performance, quality and evaluation in the secondary schools. Working with our Principals, translate the strategic vision into agreed objectives and operational plans across our academies.

Provide dynamic and inspirational leadership to schools so they secure the very best outcomes and experience for students.

If you possess the drive, energy, passion and ambition needed, we would very much like to hear from you.

To arrange an informal visit or conversation. Please contact Liz Davis, PA on 01934 529368 or by email liz.davis@theplt.org.uk

About The Priory Learning Trust:

The Priory Learning Trust is a Multi-Academy trust which supports primary and secondary schools in the South West of England. The PLT grew from a passion to bring the power of partnership and sharing to bear and provide a first-class education to a wide range of children, of all abilities and social class groupings, in Weston-super-Mare and Highbridge. Our values at The Priory Learning Trust are *Students First, Cherishing Staff, Serving Communities*.

Benefits of working for The Priory Learning Trust:

- Employee Assistance Programme
- Funded Healthcare Scheme
- CPD opportunities
- Free onsite parking
- Highly competitive salaries which are reviewed annually
- Discounted gym membership
- Discounted Nursery fees at our Academy pre schools
- Pension Scheme
- Flu Jabs
- Generous annual leave entitlement for all year round staff
- 2 week October half term for Teaching Staff
- Amazing career progression and opportunities
- Regular social events
- Employee Benefits Platform
- Cycle to work scheme

Early applications are encouraged as we reserve the right to close the vacancy early.

HOW TO APPLY

Applications should be submitted with a covering letter (no more than two sides of A4) addressed to Nathan Jenkins, Chief Executive Officer, outlining your expertise and suitability for this role. Applications should be completed through our online recruitment portal.

Closing date: By Midnight on Wednesday 7th December 2022

Interview date: Tuesday 13th December 2022

Address: Worle Community School Academy, Redwing Drive, Weston super Mare, BS22 8XX

Tel: 01934 529357

Email: hr@theplt.org.uk

Website: www.theplt.org.uk

The Priory 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. Offers of employment will be subject to satisfactory references, medical clearance and disclosure and barring service clearance.

JOB DESCRIPTION

Director of Secondary Education and Standards– The Priory Learning Trust

Hours: Full Time

Grade/Salary: TPLT Leadership Grade L34 – L38 £99,660 - £109,922 per annum

Contract Type: Permanent

Line Manager: Chief Executive Officer

Main purpose of the role

The Director of Secondary Education and Standards supports the Chief Executive Officer to ensure that the organisation reflects and lives the ethos and values set by the Board of Trustees and delivers the strategic goals set by the Board.

Provide strategic leadership and be accountable for strategy, development, performance, quality and evaluation in the secondary schools.

With Principals, translate the strategic vision into agreed objectives and operational plans.

Provide dynamic and inspirational leadership to schools so they secure the very best outcomes and experience for students. Providing both support and challenge to our secondary Principals.

The Director of Secondary Education and Standards is a member of the Trust's Central Executive Leadership Team.

In partnership with the Chief Executive Officer, provide an outward face of the Trust and promote an external facing view of the Trust that reflects our charitable objects, our values and secures our positive reputation within our community.

Main Duties and Responsibilities

The Director of Secondary Education and Standards will be particularly focused on Secondary education but will also work closely with the Director of Primary Education and Standards and together they will report to the Board on standards and education.

To deliver the Trust's vision, aims and objectives through inspirational and motivational leadership, clear strategic direction and measurable targets.

Develop and implement the educational strategy to secure the Trust's agreed values, curriculum principles and organisational behaviour.

Support and challenge the leadership and management teams within all schools - motivate and empower them to attain ambitious outcomes that maximise the educational and personal development of students.

Identify and challenge any under-performance in teaching, leadership and management to secure delivery of excellent teaching and learning throughout all schools within the Trust through the promotion of high-level professional standards, and rigorous monitoring and evaluation.

Determine and implement curriculum principles and related assessment that enhances learning outcomes for all students.

Ensure a culture of personal responsibility, recognising excellence and implementing strategies to address under performance, including an effective system of professional development.

Use research to keep abreast of educational developments impacting on the Trust and its academies, both locally and nationally, and ensure senior leaders operate within a flexible environment that is responsive to change.

Ensure that the outcomes in each school meets the goals within the Trust's Strategic Plan.

Ensure that each school is at the heart of its community, promoting community cohesion and sharing facilities with other schools and/or other educational institutions and the wider community.

Governance

Work in close partnership with the CEO, Chair of the Board and other Trustees and develop a relationship based on openness, transparency and absolute integrity.

Ensure that Trustees have access to all relevant education data, information and options to support their decision making.

Act in compliance with the Trust Board's Scheme of Delegation.

Ensure that all tiers of governance, defined in the Trust's scheme of governance, are appropriately supported to provide effective governance of the Trust's education performance.

Ensure that systems and reporting structures are in place so that the Trustees and the Provisions and Outcomes Committee are able to effectively, appropriately and proportionately manage the strategic and operational education risks of the Trust.

Strategic Leadership

Be an inspirational leader, building a culture of constant improvement and committed to the highest achievement for all in all areas of educational provision.

Provide leadership in school improvement, SEND and disadvantaged, data and assessment thus creating outstanding provision.

Co-create and implement the Strategic Plan, which identifies priorities and targets for ensuring that pupils learn well, achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement.

Plan for the future needs and further development of the schools within the local, region, and national context.

Ensure the sustained raising of aspiration, achievement and attainment, is met through an inclusive, sustainable and innovative educational environment.

Promote the schools and the Trust to a range of audiences.

Challenge, motivate and empower others to attain ambitious outcomes.

Develop strategies for the generation of additional revenue and resources.

Assist in the process that ensures the schools maintain an in year balanced budget.

Leading Learning and Teaching

To provide highly effective strategies to support and challenge each Principal, ensuring rapid improvement is made in the quality of the provision.

Secure and sustain effective teaching and learning throughout the schools by ensuring each Principal and Leadership Team have in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks and setting targets for rapid improvement of all children including those PP students and those in vulnerable groups.

Promote excellence in teaching and learning, ensuring a continuous and consistent focus on pupils' achievement and development (personal development as well as academic).

Through robust and effective monitoring and evaluation, identify and act on areas of improvement in relation to the provision, outcomes, curriculum and assessment.

Raising Aspiration, Achievement and Attainment

Ensure that robust assessment data analysis is used to set challenging targets.

Challenge practice to ensure a stimulating learning environment.

Ensure TPLT priorities are consistently and effectively implemented and the impact monitored.

Developing Self and Working with Others

Develop a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance (in accordance with Trust Appraisal and Capability policies and procedures).

Develop the capacity (through coaching and other appropriate means) of the educational leadership and management, particularly the Leadership Teams.

Keep abreast of educational developments and best management practice in order to introduce appropriate innovation.

Develop and maintain effectiveness as a member of the Trust staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualification.

Leading the Organisation

Provide dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of TPLT.

Lead by example, being personally visible and committed to all schools, whilst adopting a strong and flexible leadership style.

Critically evaluate each school's performance through the implementation of the Risk Assessment programme.

Ensure regular open communication with the Trustees.

Ensure effective performance management is in place for Principals and that all new Principals have a thorough, bespoke and differentiated induction experience.

Provide strategic advice and professional expertise and insight into TPLT's expansion strategy, including involvement in due diligence process for new schools.

Securing Accountability

Lead the Trust's data and quality assurance activities to ensure that TPLT has live, accurate and forensic data on school performance and ensure that all DfE, OFSTED and Central Team requirements are met.

Take responsibility for ensuring that preparation for and follow up to all Ofsted inspections is thorough, robust and lead to the very best possible outcomes.

Support each school to establish strong middle leadership roles within a distributed leadership structure.

Secure robust school self-evaluation and quality assurance / risk assessment procedures.

Establish mechanisms for reporting to each Academy Council and all other stakeholders at agreed intervals.

Safeguarding Responsibilities

This role involves working with children on a daily basis and is therefore in regulated activity.

Lead and comply with Trust policies and procedures on safeguarding and child protection and hold to account all employees and all those serving as Trustees, Governors and other volunteers within the Trust.

Line management:

The post holder will be line-managed by the Chief Executive Officer and will carry out the majority of their work unsupervised.

The post holder will line-manage the Secondary Principals and the core subject Directors and the Directors of Careers and Training School Alliance and Inclusion – and others at the discretion of the CEO.

Scope for Impact and Contacts

Develop effective partnership working with key stakeholders: Trustees, RSC Board, DfE, Diocesan Education Board, LAs, Ofsted, Academy Councils and Community Groups.

General

This job only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents, policies, reports and data are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Working Conditions

Based at the Central Team with regular travel and attendance at all Trust schools and with other stakeholders.

Support for the Trust

Develop and maintain working relationships with other professionals

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the Trust.

Provide effective support for all other members of the Trust staff by sharing own knowledge and expertise in a professional and constructive manner.

Take an active role in supporting and developing a culture of team working for the benefit of students, both individually and collectively. Participate in staff, team and planning meetings.

Safeguarding, Equality, Data and Sustainability

Contribute to the development and maintenance of Trust policies which encourage positive student behaviour and implement agreed behaviour management procedures.

Promote safeguarding and the welfare of children. Everyone who comes into contact with children, their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, your approach must be child-centred. This means that consider, at all times, what is in the best interests of the child.

Keep up to date and follow Trust safeguarding policies and appropriate processes by reading and understanding required documentation annually, familiarising yourself with ad-hoc safeguarding information provided and attending Basic Awareness Training as required.

Be aware of and understand the Trust's Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and Trust policies.

To work in accordance with the Data Protection Act and Trust Data policies.

Support the Trust's sustainability ambitions to reduce our carbon footprint.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

FURTHER INFORMATION

Pension	As an employer who supports the Teachers' Pension Scheme, the post holder will be automatically enrolled into the Pension Scheme. The Trust pays a contribution of salary into the Pension Scheme.
Confidentiality	Some of the work undertaken within the Trust is of a highly confidential nature. The post holder must at all times maintain confidentiality and work within the data protection parameters.
Annual Appraisal	All staff undergo an annual appraisal as part of performance management.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Qualified Teacher Status• Evidence of continuous professional development• A degree qualification• Recent and relevant leadership development training• Demonstration of commitment to on-going professional development	<ul style="list-style-type: none">• Higher Degree• NPQH• Ofsted inspection qualification
Work related Experience & associated	<ul style="list-style-type: none">• Successful experience of providing school improvement challenge and support to other schools	<ul style="list-style-type: none">• Developing and leading implementation of strategies to

Vocational training	<ul style="list-style-type: none"> • Track record of successfully leading school improvement as demonstrated by Ofsted judgements and / or student outcomes over time • Successful leadership of school through inspection / external scrutiny process • Effective development of teams and leaders with impact on standards • Successful challenge of underperforming staff • Leadership of innovation / change management with evidence of positive impact • Leadership of improvement in quality of teaching, learning and achievement • Work with a range of external agencies to accelerate improvement 	<p>improve teaching and learning across a school</p> <ul style="list-style-type: none"> • Experience of leading in challenging settings • Experience of working at senior level within a MAT • Experience of working with a Trust Board
Specialist knowledge	<p>Education & Organisational Leadership</p> <ul style="list-style-type: none"> • Evidence of excellent leadership and management skills • Ability to build good relationships with all stakeholders • Ability to use ICT as a management tool • Able to demonstrate a pragmatic approach that is focused on delivering objectives, managing diverse priorities and workload 	<ul style="list-style-type: none"> • Demonstrates the ability to build and maintain positive links and relationships with governors, parents and other stakeholders
Job related skills	<p>Knowledge, understanding and skills</p> <ul style="list-style-type: none"> • Excellent knowledge of secondary education • Knowledge of primary education • Knowledge of wide ranging of school improvement strategies • Ability to think and plan strategically and creatively to find solutions • Excellent understanding of all relevant data; ability to analyse forensically and use analysis to inform improvement planning • Strong knowledge and understanding of external assessment / examination / inspection and reporting measures • Understanding of and ability to implement rigorous self-evaluation • Ability to hold leaders to account for their performance. 	<ul style="list-style-type: none"> • A good reputation in the field
Personal skills	<p>Philosophy & Ethos</p> <ul style="list-style-type: none"> • An understanding of how students learn and an indication of how to meet their needs • Commitment to high standards and continuing improvement • An understanding and commitment to equality and inclusion principles and practice • Able to demonstrate a commitment to the principles of diversity • High expectations of student progress, personal development and conduct • Relentless personal drive and ambition anchored in success 	

	<ul style="list-style-type: none"> • Strong support for the ethos and values of TPLT and benefits from working within a MAT <p>Interpersonal and communication skills</p> <ul style="list-style-type: none"> • Ability to communicate a clear vision for improving standards • Excellent written and oral communication skills • Able to present engagingly to a variety of audiences in a range of settings with confidence, accuracy and emotional literacy • Awareness of the importance of regular and transparent communication with colleagues • Able to produce high-quality, concise, and logical written reports 	
Equality	<p>An understanding, acceptance and commitment to the fundamental principles of an equal opportunities.</p> <p>To work in a way that promotes equality of opportunity and respect for diversity.</p>	
Safeguarding	<p>Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p> <p>To work in a way that promote the safety and well-being of children and young people.</p>	