



SAPIENTIA EDUCATION TRUST

DIRECTOR OF SECONDARY STANDARDS

Line Manager:	CEO
Salary:	Competitive - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.
Location:	Across all Trust Schools, office is based in Wymondham

THE POST

We are seeking to appoint a Director of Secondary Standards to join our trust executive team. You will work to ensure high standards across our secondary schools, line lead our secondary headteachers, lead QA processes across our secondary schools, deliver a whole trust work strand and play a full role in the strategic and operational running of a large 22 school trust.

Whilst the work will be varied, the common focus of our work is to provide our pupils with a World-Class education, locally.

You will help to inspire teams across our schools, driving school improvement and working with senior school-based staff and Headteachers to improve their schools further.

PERSON SPECIFICATION

The personal competencies expected of all Trust support staff are:

- The ability to communicate clearly and tactfully using appropriate methods, high attention to detail and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

Qualifications

Qualified Teacher Status, including relevant degree	Essential
Evidence of appropriate professional development	Essential
Masters Level Qualification	Desirable
Willingness to continue professional development	Essential
Hold a full driving license	Essential

Experience as an Ofsted Inspector or a willingness to train as an Ofsted Inspector	Desirable
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Knowledge and Understanding

Ability to use comparative data, benchmarking and target setting data	Essential
Ability to effectively evaluate and plan for improvement	Essential
Knowledge of effective teaching, learning and assessment methods covering secondary contexts	Essential
Understanding of effective leadership	Essential
Knowledge of new technologies and MIS systems	Desirable
Knowledge / experience of tracking progress and attainment	Essential
Knowledge and understanding of effective QA processes	Essential
Knowledge of Ofsted frameworks	Essential
Knowledge of Safeguarding procedures	Essential
Understanding of the current education landscape – including the role of the DfE, White Paper proposals, Ofsted and Teaching schools	Essential

Experience and Personal Qualities

Highly successful leadership of a secondary school with outcomes that are at least 'above average' as defined by the DfE or evidence of rapid improvement in outcomes in a School led by the applicant	Essential
Leadership of a school that secured a strong Ofsted report, whilst led by the applicant	Essential
Experience of leading collaborative school improvement networks	Essential
Experience of coaching/mentoring and leading CPD	Essential
Experience of leading cross school collaborative CPD, ideally in a MAT context	Desirable
Experience of school to school support work, audit and evaluation	Desirable
Clear evidence of leading teams to accelerate progress	Essential
Experience of developing different levels within a school: Senior/Middle leaders and teaching staff	Essential
Ability to manage change	Essential
Ability to develop effective relationships and teams	Essential
Strong communication skills	Essential
Excellent organisational skills	Essential
Strong interpersonal skills	Essential
Ability to prioritise, meet deadlines and work under pressure	Essential
Strategic vision for raising standards	Essential
Understanding of the benefits of working in a MAT	Essential
Ability to motivate colleagues and students	Essential
Experience of raising academic standards	Essential
Experience of monitoring classroom performance	Essential
Evidence of the impact of coaching / support for individuals	Essential
Positive and optimistic	Essential
Sense of accountability	Essential
Good sense of humour	Essential
A constant drive for improvement	Essential
A strong commitment to inclusivity	Essential

JOB SPECIFICATION

General Responsibilities

The post-holder will be required to comply with the Trust Code of Conduct for Staff and Volunteers. The 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 post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Work in our Central Education Team to support our schools to deliver World-Class education
- Play a full role in our Central Education Team and serve as a Key Trust Executive leader
- Spend significant time in our schools, supporting school improvement and quality assurance activities, and working with our Headteachers and wider Education Team
- Develop a series of networks to ensure that best practice is shared and disseminated building on a range of existing subject and themed networks that are already in place
- Run our central Trust INSET days and conferences
- Support effective leadership at senior levels, including mentoring where appropriate and evaluating and improving further the impact of leadership
- Work with school leaders to ensure that schools have curriculum models that are planned, coherent and sequential (with clear intent & implementation plans)
- Plan and deliver staff training, CPD and INSET as part of the Trust and Teaching School Professional Learning programme
- Understand, and be responsive to, the changing educational landscape, including Ofsted and DfE – including RISE and White Paper proposals
- Attend relevant sub-committee and full meetings of the trust board, including producing relevant reports
- Be committed to the Sapientia ethos of high expectations and our commitment to extended learning
- Be willing to work cross-phase, as required, alongside our Primary lead professionals
- Work to implement and participate in the review of the Sapientia Education strategy
- Support, guide and motivate to promote a positive staff culture, sharing good practice and enabling continuous professional development
- Develop opportunities to share ideas and strategies across the Trust
- Monitor and respond to curriculum development and initiatives at national and local levels

- Contribute to Trust wide decision-making and policy
- Develop student conferences and events to raise aspiration
- Analyse and interpret relevant data, research and other documentation to inform future practice, expectations and teaching methods
- Assist with staff induction, training, and ITT programmes
- Contribute to and where appropriate lead Headteacher appraisals, reporting to the Director of Education, CEO and Trustees
- Be prepared to frequently travel to other SET sites as required
- Lead a whole trust strand – potentially our disadvantaged strategy

General duties and responsibilities:

- Communicate the Trust vision compellingly - To provide World-Class education locally, enabling all pupils to flourish
- Work effectively with other members of the SET central leadership team
- Empower all staff and pupils to excel and constantly improve
- Any other duties as reasonably directed by the CEO and/or Director of Education and/or Chief Operating Officer

REMUNERATION

Salary Details:

Competitive - on the leadership spine, appropriate to the seniority of the role and the skills and experience of the post holder.

All payments are payable under the Teachers' Pension Scheme.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Trust employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory due to safeguarding concerns.

REVIEW

The Job Description will be reviewed annually as part of Trust's Performance Management programme.