



Job Description - Education Director

Job title	Education Director
Grade	Executive Pay Level
Responsible to	CEO
Responsible for	The effective direction and delivery of School and College improvement, impacting on standards across our Trust
Effective from	September 2022

SUMMIT LEARNING TRUST

Mission Statement

Strength through diversity
Ambition through challenge
Success through Endeavour

Vision and purpose

The key purpose of the Education Director is to effect rapid improvement in Summit Learning Trust academies, in order to secure the very best outcomes (better progress than that achieved nationally) for learners, and improved Ofsted ratings. A core focus of this role is the achievement, of all groups of learners across our Trust.

The Education Director will work with Principals and senior leaders in all Trust academies, and with the Summit Executive Team to ensure that the highest expectations of performance are matched with the best in provision and care. They will work through and with the newly established Summit Professional Learning Institute, ensuring tailored, effective and inspiring professional learning for all members of the Summit family.

The Education Director will demonstrate deep current knowledge and a keen understanding of current educational philosophies and debates and will ensure that all Principals benefit from this. The Education Director's educational expertise and experience will model the highest standards to all leaders.

Main duties and responsibilities

- Work in partnership with the Education Director and CEO, the Director of the PLI and the Education Improvement team to map a bespoke and precise improvement strategy; jointly plan and manage the delivery of the improvement offer to Summit academies.
- Work with the Summit Lead for Data Insight and Analysis to ensure that accurate information about learner performance is gathered, analysed and presented effectively for all Summit Leaders and Trustees, and that all DfE requirements for data returns are met
- Make effective use of data analysis to create and implement a robust quality assurance system
- Direct and ensure improvements in progress through the curriculum and attainment for all groups of learners so that they make progress at least in line with other students nationally in all academies.
- Monitor the achievement of SEND learners in liaison with our Trust Director of Inclusion and hold leaders to account for this

- Support and challenge leaders to improve student and staff performance and to develop their own leadership skills, resulting in highly effective schools
- Manage and implement positive relationships and communications with and between Summit Principals and Senior Leadership Teams
- Identify, support and develop the talent of Summit colleagues
- Lead the curriculum design team, and work with staff across our Trust to develop and implement a robust, well-sequenced and interconnected curriculum in schools and our college
- Ensure challenging school and sixth form targets are set and met
- Take responsibility, with the CEO, for ensuring that preparation for and follow up to all Ofsted inspections are thorough, robust and lead to the very best possible outcomes
- Develop and implement effective reporting on standards to the Executive, the trustees Standards Committee and our Trust Board
- Develop new external partnerships and relationships that will benefit Summit academies, colleagues and learners
- Work with Principals to ensure effective governance through planning, training and quality assurance systems
- Support the CEO with all arrangements relating to annual leadership conferences and Trust training and development days
- Be a proactive, and effective contributor to the Summit Executive Team and Board
- Provide strategic advice, and professional expertise and insight into our Trust's Growth Strategy, including involvement in the due diligence process for new schools or colleges
- Contribute to the Executive updates and newsletters to parents, carers and colleagues ensuring that they are current, informative, and enhance our shared values and identity
- Contribute to PR and media advice and respond to media or press coverage when appropriate
- Lead and support the appointment of new Principals
- Ensure effective performance management arrangements are in place for Principals. Ensure that all new Principals have a thorough, bespoke and differentiated induction experience so that they reach their potential and build effective Senior Leadership Teams
- Deputise for the CEO when required

General duties and responsibilities

- Compelling and committed communication of our Summit vision, mission and values
- Drive strategic leadership throughout our Trust's Executive and Improvement Teams
- Empower all colleagues and learners to excel in their work, study and achievement

Data Protection and Safeguarding

- Work within the requirements of GDPR at all times
- Understand your responsibilities in relation to safeguarding and child protection and how to highlight an issue or concern
- Remain vigilant to ensure all learners are protected from potential harm

General

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. The post-holder may be asked to carry out any other duties as commensurate within the grade in order to ensure the smooth running of the Payroll Department.

The post-holder will be expected to undertake any appropriate training provided by our Trust to assist them in carrying out any of the above duties.

The post-holder will be expected to contribute to the protection of children and young people, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

Job Description issued by the CEO:	
Job Description received by:	
Date:	