

Information Pack for Applicants Executive Director of School Improvement Secondary



Minerva
Learning Trust

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Trust will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Executive Director of School Improvement - Secondary
Pay scale: Leadership Pay Range L35 to L41, currently £97,273 to £112,660
Contract: Full time, Permanent
Start date: As soon as possible

Minerva Learning Trust is an expanding Sheffield based Multi Academy Trust with a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost. The Trust employs just under 800 staff across our schools and central services and we are committed to providing career opportunities and professional development which allows people to make a positive contribution to the delivery of our vision.

We are looking to recruit Executive Director of School Improvement (Secondary) as a member of the Trust's Executive Leadership Team to lead on school improvement and quality assurance strategies across a group of secondary schools and Post 16 provision.

This is an exciting opportunity for an experienced and qualified professional with drive, ability and creativity who can make a real and direct impact upon children's learning.

The role would suit someone who has experience of driving positive change in schools and has a proven track record in school improvement. It provides a great opportunity for anyone who wishes to utilise their skills, knowledge and experience to positively impact across more than one school or who has the ambition of being a CEO.

The successful candidate will be responsible for leading the support, advice and guidance that enables our academies to succeed and improve so that we can deliver the best possible educational experience for all of our children. They will initially be responsible for five schools and will work closely with the Executive Director of School Improvement (Primary), Chief Executive, Central School Improvement Team and school leaders to develop and deliver school improvement services to our schools.

We are looking for someone who:

- Is a knowledgeable and experienced leader who can raise standards with proven experience of accelerating progress
- Is experienced at headship level and/or has senior leadership experience in a local authority or national body such as Ofsted
- Has proven experience of whole school leadership, or leadership across a large organisation, and the ability to communicate a clear vision for school improvement
- Can effectively evaluate a school's performance and from their extensive knowledge identify appropriate strategies to enhance school standards
- Can inspire others and lead complex changes across schools
- Has the ability to work as part of a forward-looking strategic leadership team.

In return the successful candidate will:

- Be a member of the trust's Executive Leadership Team and join a strong and dynamic team of professionals across our organisation

- Deputise for the Chief Executive Officer where relevant and necessary
- Be supported through a comprehensive professional development programme
- Be provided with excellent career opportunities
- Be given a highly competitive salary that is negotiable upon experience and track record.
- Have access to teacher or local government pension and salary sacrifice schemes

Candidates can find out more about the Trust and our schools via the Trust website www.minervalearningtrust.co.uk Candidates can have an informal discussion about the role with Bev Matthews, Chief Executive Officer. Arrangements for this can be made by contacting via e-mail: sbailey@minervalearningtrust.co.uk.

The closing date is 9:00 am on Friday 03 December 2021 and interviews will take place on Thursday 09 and Friday 10 December 2021.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. Further information is available by contacting Rebekah Green, Trust HR and Payroll Officer, via e-mail: hr@minervalearningtrust.co.uk

The application form and information pack is available on the Trust website www.minervalearningtrust.co.uk
Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application will not be considered.

Section 2: Letter from the Chief Executive, Bev Matthews and Chair of the Trust Board, Ed Wydenbach

Dear Candidate

Thank you for taking the time to consider our vacancy for Executive Director of School Improvement (Secondary) within Minerva Learning Trust.

Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-2018 the Trust brought together four secondary schools to create a new partnership which will support the teaching and learning of around 5000 pupils. Most recently, we have been joined by Chapeltown Academy which will enhance the post-16 provision within the north of the city and by Woodthorpe Community Primary School who are the first primary school to join our Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Working Together, Learning Together and Outstanding Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The role of Executive Director of School Improvement (Secondary) presents an exciting opportunity for an experienced and like-minded professional to join our Trust and contribute to further improving the quality of education within our secondary schools and across the City. The role would suit someone who has experience of driving positive change, has a proven track record in school improvement and has excellent communication skills with the ability to motivate and inspire others.

If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.

Bev Matthews
Chief Executive Officer

Ed Wydenbach
Chair of the Trust Board

Section 3: About our Trust

Who We Are

Minerva Learning Trust is an educational charity that has the single objective 'to advance education for public benefit'. As such:

- The Trust is legally accountable for the education of every child, the professional performance of every employee and the health and safety of the working environment
- The workforce is a single "faculty of education" who work together even though their places of work are located on different school sites
- The Board of Trustees, who are appointed by the members are the governing body of the Trust. Every other governance group is a sub-committee, including Local Governing Bodies
- The CEO is the Accountable Officer

The Trust was established in October 2014. Our vision is to provide outstanding education for students who are from a wide variety of backgrounds across the city of Sheffield.

The Trust is an expanding Sheffield based Multi Academy Trust with a vision of providing outstanding education for all the students within our schools. During 2017/2018 the Trust brought together four secondary schools to create a new partnership which supports the teaching and learning of around 5,500 students.

In September 2020, Chapeltown Academy converted to academy status with Minerva, this has enhanced the post-16 provision within the Trust in the north of the city. In addition, September 2021, Woodthorpe Community Primary became the first primary school to join our Trust as we begin an exciting expansion into the primary phase.

We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

Minerva Learning Trust is led by Bev Matthews, Chief Executive Officer and Ed Wydenbach, Chair of the Trust Board. Bev is an experienced Headteacher and School Improvement leader. Ed is an experienced Governor and is a National Leader of Governance (NLG).

The Trust employs just under 800 staff across our schools and central services and we are committed to providing career opportunities and professional development which allows people to make a positive contribution to the delivery of our vision.

What We Do

Our aim is to deliver an outstanding education for all students, staff and stakeholders.

We do this through an ethos of collegiality, placing students at the centre of all that we do. We are an inclusive Trust; our students show a high level of care for each other and respect each other's diversity. We do not allow disadvantage to be a barrier to learning and we support all our students to be the very best.

Why We Exist

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Working Together, Learning Together and Outstanding Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do, and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected, and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

Our Mission, Vision, Values and Beliefs

Our Mission, Vision and Values

OUR MISSION

To provide an outstanding education for students, staff and stakeholders within the Trust.

OUR VISION

Our mission is underpinned by our vision that we are 'Stronger Together' by:

'Working Together'

Our students, staff and stakeholders work in partnership to maximise attainment and achievement and create successful and confident citizens.

'Learning Together'

Our students, staff and stakeholders learn collaboratively with each other to develop a highly skilled workforce which impacts positively on students' life chances.

'Outstanding Together'

Our students, staff and stakeholders work tirelessly, effectively, and efficiently to develop an outstanding quality of education in all our schools.

OUR VALUES

Our values underpin all of the work that we do and all of the decisions that we make.

Inclusion

We place the needs of our students at the heart of everything we do and we all support and encourage each other

Independence

We promote and support strong leadership within our students, staff and stakeholders and we are all accountable for each other

Respect

We recognise and appreciate the diverse qualities of our students, schools and stakeholders and we all care for each other.

Success

We celebrate and communicate our successes, share good practice and we all promote a culture of continuously learning from each other

OUR BELIEFS

- We believe that we will have a significant impact on young people in Sheffield by providing outstanding provision.
- We believe that we can empower existing and aspiring leaders to drive school improvement.
- We believe that through a quality education we can support students to be successful in life after school and to positively contribute to society.
- We believe that a child's background and circumstances should not pre-determine their future.
- We believe that we can enrich the learning experience for all our students by providing aspirational opportunity beyond the classroom.

Our Schools

Minerva Learning Trust is one of the largest Multi Academy Trusts in Sheffield with over 5,000 students. We are very proud of all our schools. Each school serves a very different community within Sheffield, which contributes toward the inclusive nature of the Trust and is something we are very proud of.

The benefits of this means that we have schools in close proximity to each other which provides huge opportunities for staff and students alike to work with and learn from each other. No school is seen as the lead school and every school within the Trust is expected to be a 'giver' and 'receiver' of support.

We have a shared set of values and a common mission which ensures that every child receives the education they deserve. Each school within the Trust retains its cultural autonomy but we work together to ensure best practice becomes shared practice.

Each of our schools is led by a Headteacher with a Senior Leadership Team of Deputy and Assistant Headteachers. Headteachers are responsible for the overall success of the school and for developing a professional and effective working relationship with the Local Governing Body.

Together, We are Minerva



Schools within our Trust are listed below, alongside an overview of their context

Academy	Headteacher	Age range	Pupil Admission Number
Chapelton Academy	Dayle Coe	16-19	300
Ecclesfield School	Richard Walkden	11-16	1750
Handsworth Grange	Nick Parker	11-16	1025
High Storrs School	Claire Tasker	11-18	1650
Stocksbridge High School	Andy Ireland	11-16	900
Woodthorpe Community Primary School	Dave Smith	3-11	455

Section 4: Valuing our Staff

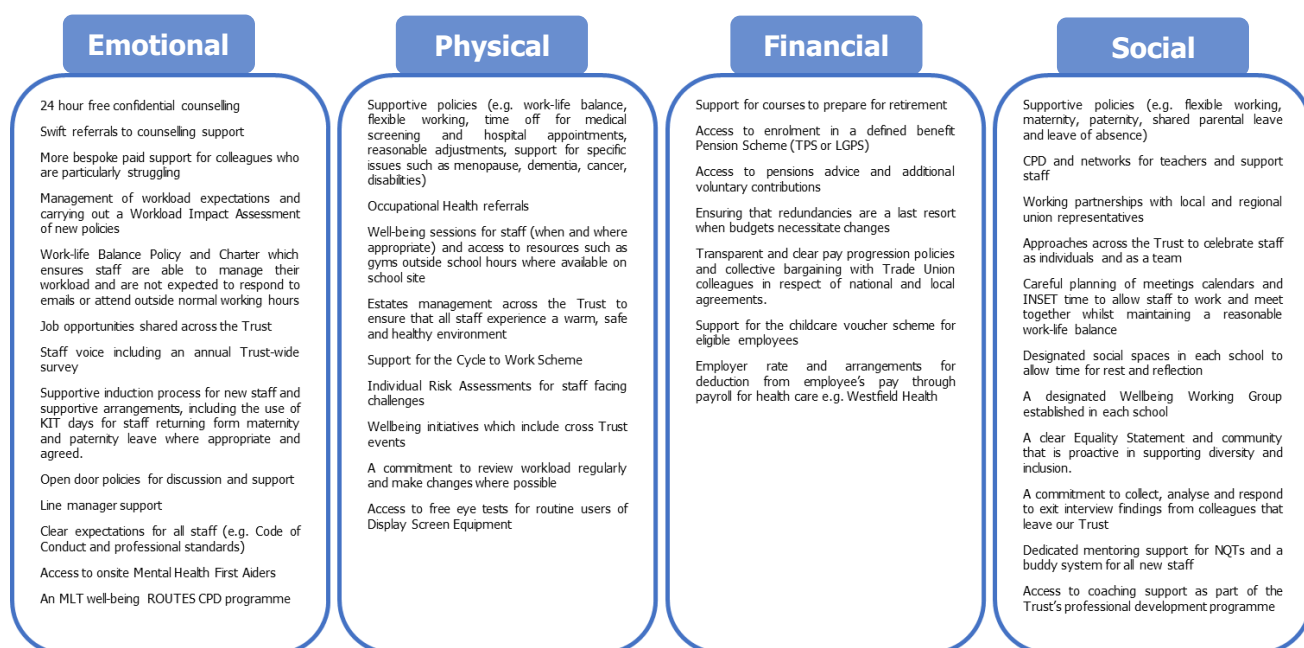
Why Choose to Work for Minerva Learning Trust?

The Trust recognises that the commitment and care shown by all our people are fundamental to the success of our young people and we promise our staff that they will be supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment.

Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

Wellbeing & Workload Charters

Alongside students, our staff are our most important asset, and we are committed to being an employer of choice across our region. A happy and healthy workforce is vital for the success of our students and we are developing our approaches to staff wellbeing. The charter below gives a flavour of our thinking and direction of travel toward ensuring our Trust is a great place to work.



Continuous Professional Development (CPD)

The professional development of staff, including opportunities for research, is a key priority of the Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of everyone who works with us. We believe in investing in the learning and

development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

Access to our internal ROUTES CPD programme, Minerva Leaders of Education Coaching Programme, leadership training, coaching, mentoring, external CPD programmes, ECT training, ITT development, apprenticeships, networking opportunities and access to external courses are just a taster of the wide range of opportunities on offer to all our staff.

As a Trust we strongly believe in the power of growing our own leaders and the importance of succession planning and talent management. Many leaders within our organisation have been developed through this route.

This is underpinned by our new approach to Performance Development Reviews, rather than Performance Management, which supports a move away from performance related pay to one which focuses upon the personal and professional developments needs of all individuals to ensure the best possible outcomes for all our young people.

Occupational Health Support and Counselling

The Trust accesses Occupational Health services via Indus Occupational Health and Counselling services via Collins Donnelly Consultancy and Zurich Municipal. A range of services can be provided. Further information can be made available upon request.

DSE Eye Tests

Staff who work with Display Screen Equipment (DSE) continuously and intensively for more than one hour per day on most days as a significant part of their normal day to day work can access pre-paid eye examination vouchers, which they can use at Specsavers. Staff should speak to Central HR or the school Business Support Manager to access a voucher.

Pension Schemes

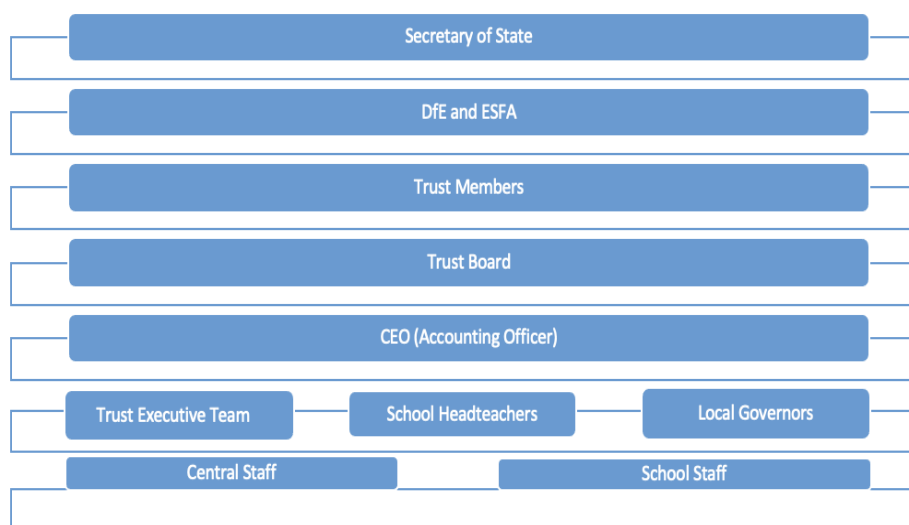
All employees of the Trust are automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pensions Scheme (LGPS). Further information and terms and conditions can be found on their websites.

Salary Sacrifices Schemes

Employees of the Trust can access the Government's Cycle to Work Scheme, which offers the opportunity to buy cycles and cycling equipment. Further information can be made available upon request.

Section 5: Governance and Leadership Structure

The diagram below illustrates lines of accountability within all Multi Academy Trusts:



Members

Minerva Learning Trust has four Members. Members are from a range of professional backgrounds including education, finance and legal services.

The Members have a role akin to shareholders. Founding Members are signatories to the Articles of association. They have the power to amend the Trust's Articles, receive the annual accounts and appoint Trustees.

The Members meet twice yearly, including the Annual General Meeting. Details of the Trust's Members can be found on the Trust's website www.minervalearningtrust.co.uk

Minerva Learning Trust Members as at September 2021:

Deborah Eaton (Chair)	John Bowers	David Burkinshaw	Irvin Robinson	John Evans
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Trustees/Directors

The Trust is overseen by a Board of Trustees, currently consisting of eight. Trustees are responsible for governing and exercising all of the powers of the Trust, including:

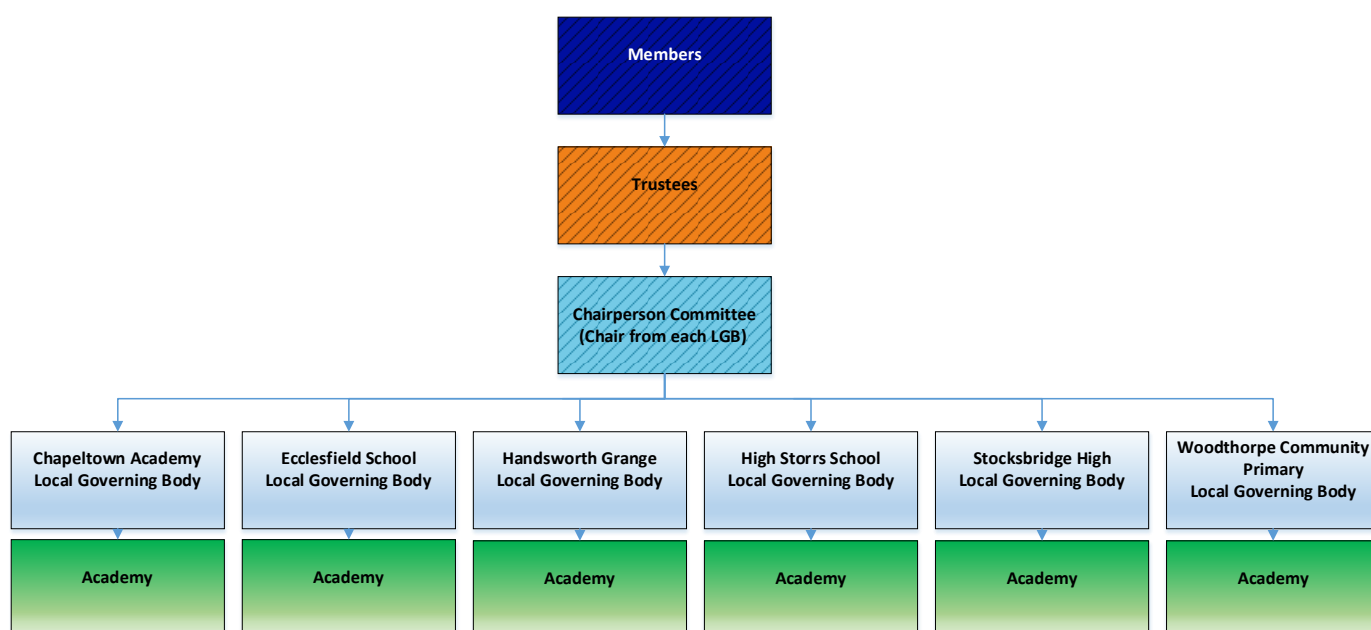
- Ensuring clarity of vision, values and strategic direction.
- Holding the Chief Executive Officer to account for educational performance of the Trust's academies.
- Overseeing the financial performance of the Trust, managing risks and ensuring legal compliance.

The Board of Trustees meet on a termly basis. The Trust also has an Audit and Risk Committee that meets on a termly basis. Details of individual Trustees can be found on the Trust's website.

Minerva Learning Trust Members as at September 2021:

Ed Wydenbach (Chair)	Kabier Aslam	Steve Chew	Roger Salt
Vice Chair (Vacant)	Genny Bradley	Jim McDonnell	Jonathon Crossley-Holland

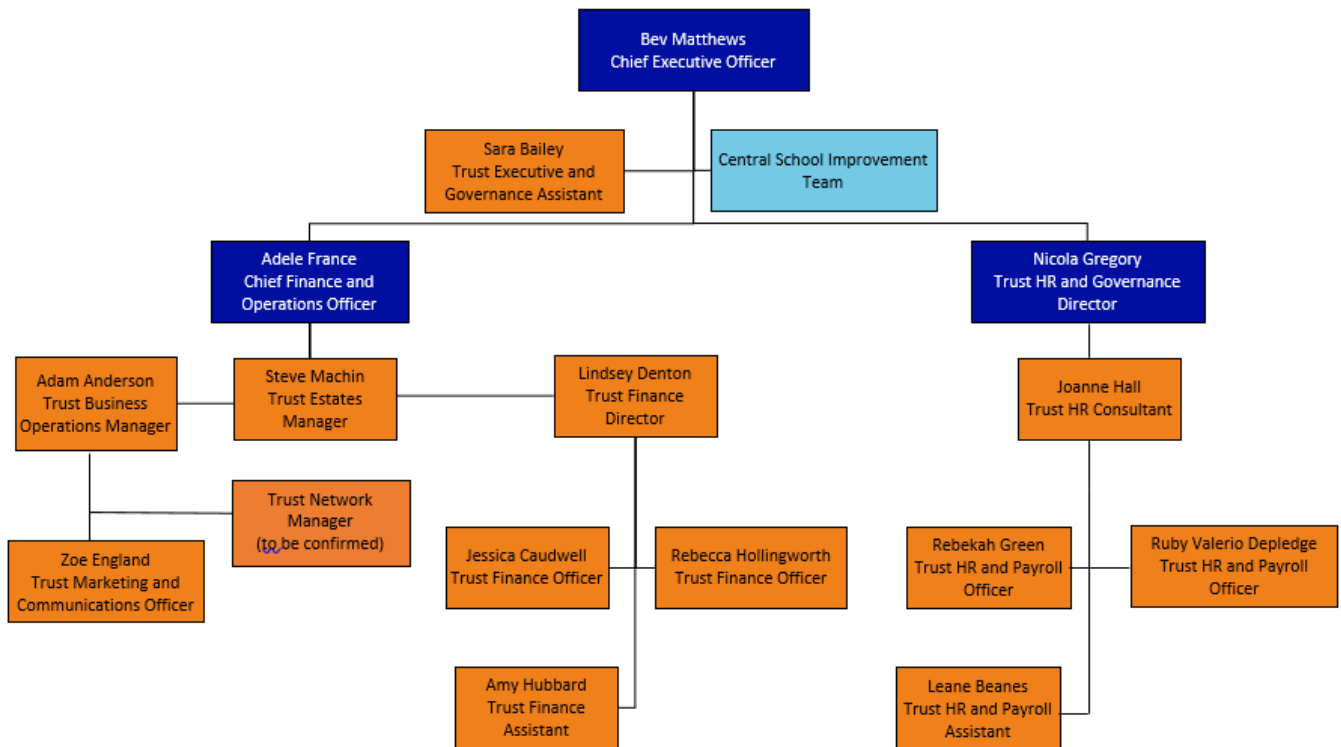
The Trust's governance structure is depicted in the following diagram.



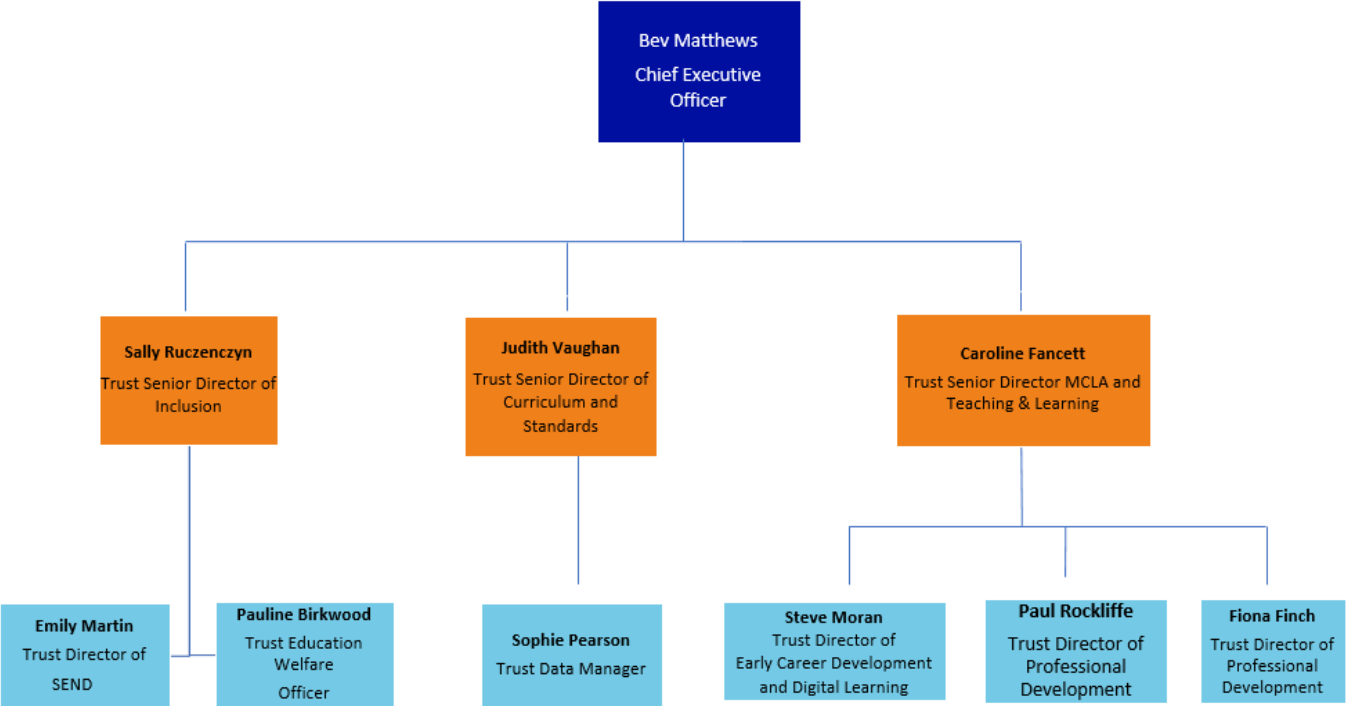
Central Team Structure

The Trust has a highly skilled team of staff who work for the central team and offer a wide range of services and support to schools. The central team are here to help, the structure and contact details are shown below.

Business Services Team



School Improvement Team



Section 6: Job Description



Minerva Learning Trust Job Description

Minerva 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.

POST TITLE	Executive Director School Improvement - Secondary
GRADE/SALARY	Negotiable
HOURS/WEEKS	Full time permanent
LOCATION	Central Office with travel between schools
RESPONSIBLE TO	Chief Executive Officer
RESPONSIBLE FOR	Secondary School Improvement Team
PURPOSE OF THE JOB	<p>As a member of the Executive Leadership Team this post is responsible for leading on:</p> <ul style="list-style-type: none">• Development of the Trust's school improvement strategy, action plan and framework; in coordination with the Trust's Executive Director of School Improvement (Primary) and the School Improvement Team• Delivery and coordination of school improvement support for secondary schools and post 16 provision across the Trust• Development and delivery of quality assurance systems across the Trust's secondary schools and Post 16 provision• Reporting to the Trust Board on the quality of education and the impact of school improvement activity
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none">• Degree educated with QTS• Completion of relevant postgraduate qualifications• Evidence of a commitment to ongoing learning and continuous professional development• Experience of being a Headteacher, qualified Ofsted inspector or a senior school leader in a local authority or national body

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

Main Duties

As a member of the Trust's Executive Leadership Team:

- Be an active member of the Trust's Executive Leadership team.
- Contribute towards development and delivery of the Trust's five year strategic plan, self evaluation and development plan.
- Develop and deliver the Trust's school improvement strategy, action plan and framework; in coordination with the Trust's Executive Director of School Improvement (Primary) and the School Improvement Team
- Provide strategic advice and professional expertise to support the strategic growth of the Trust including active involvement in the Trust's due diligence process of new schools.
- Deliver and coordinate targeted school improvement support for secondary schools and Post 16 provision across the Trust.
- Provide support and challenge to schools to secure high levels of student and staff performance and to deliver an exciting and challenging curriculum.
- Analyse school and Trust performance data and utilise it to inform targeted support for schools and to strategically plan and manage delivery of school improvement activity.
- Develop and deliver quality assurance systems across the Trust's secondary schools and Post 16 provision.
- Produce reports to the CEO, Executive Team and the Trust Board on the quality of education and the impact of school improvement activity and contribute towards termly policy updates and newsletters.
- Take strategic responsibility for Trust wide areas as allocated by the CEO.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.
- Deputise for the CEO as and when necessary.

Applied Knowledge and Expertise

- Apply extensive experience in the leadership of schools to school improvement planning, due diligence, intervention in schools facing challenging circumstances and the development of the Trust's strategy and framework for school improvement.
- Use significant experience in preparing schools for Ofsted inspections, as well as detailed knowledge of the inspection framework and practices, to improve the standards in schools.
- Utilise in-depth knowledge and experience of working in the educational sector to design and deliver effective quality assurance systems and processes across schools and support the design of intervention strategies to improve academic standards and outcomes.
- Apply experience in change management and leadership training to target improved performance and lead Trust wide organisational change.
- Apply knowledge of educational assessments to support the delivery of effective student

assessment and intervention initiatives and programmes.

- Apply experience of encouraging collaboration between schools, across the Trust and with other external agencies to support improvement, sharing of best practice and reduce the replication of effort.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.

Decision Making and Problem Solving

- With the Chief Executive and Executive Leadership Team, create and regularly review structures across the schools that reflect the Trust's and each school's values and enables management systems, structures and processes to work effectively.
- Work with the Executive Team, Executive Director of School Improvement (Primary), Headteachers and the Central School Improvement team to monitor and evaluate the academic performance, leadership and management of academies.
- Support and work towards the aim that all schools maintain at least a 'good rating', with the goal of eventually becoming 'outstanding'.
- Lead transformational change both strategically and operationally in all schools.
- Delegate key responsibilities and operations across the Central School Improvement Team and across the wider organisation.

Resource Management

- Identify opportunities across the group of schools for financial gains and sharing of resources through school to school collaboration.
- Ensure that all resources available to schools are used in ways which are for the promotion and achievement of the schools priorities, values and objectives.
- Work with the Chief Executive Officer and the Executive Director of School Improvement (Primary) to prioritise resource allocation and maximise value for money.
- Works actively to identify and implement alternative income to support school improvement activities.
- Works closely with the Trust's Chief Executive officer, Finance Director and Headteachers to oversee the staffing resource of each academy to ensure curriculum efficiency.

Leadership and Management and People Development

- Drive a culture of high expectations, supporting school leadership teams to improve standards across all departments and areas.
- Ensure that the Headteachers and school leaders are supported through significant transformational change projects.
- Ensure leaders across the Trust receive the appropriate teaching and leadership training and continue to develop their practice.
- Work with Headteachers to recruit staff of the highest quality across the group.
- Promote a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's values.
- Line manage and performance develop designated members of the Central School Improvement

Team, setting ambitions and encouraging continuing professional development.

- Build own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement.
- Work alongside the Executive Director of School Improvement (Secondary), Trust Senior Director of Teaching and Learning, on development and delivery of the Minerva Collaborative Learning Alliance to ensure high quality development of delivery of the Minerva ROUTES CPD programme, Minerva Hub, Minerva Leaders of Education, annual Trust Conference and the Trust's Ethical Leadership Framework.

Influencing and Managing Relationships

- Nurture robust, open and effective relationships with all parties across the Trust and with key external agencies including, Learn Sheffield, Sheffield Local Authority, Regional Schools Commissioner and other Trusts.
- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage each other and to build effective extended learning communities.
- Facilitate the partnership and networking of Headteachers, School Leaders and Trust staff to share and promote best practice and to support each other with challenges.
- Create effective working relationships with the senior leadership team of each school within their group.
- Works closely with all Minerva Learning Trust schools

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Trust Board.
3. This job description will be kept under review and may be amended via consultation with the individual, Chief Executive Officer or Trust Board required. Trade Union representatives will be welcome in any such discussions.

Section 7: Person Specification



Minerva Learning Trust Person Specification

Post Title: Director of Secondary Education

Minimum Essential Requirements	Method of Assessment
EXPERIENCE & QUALIFICATIONS	
Degree educated with QTS	AF/I/R
Completion of relevant postgraduate qualifications	AF
Evidence of a commitment to ongoing learning and continuous professional development	AF
Being an experienced Headteacher, qualified Ofsted inspector or a senior school leader in a local authority or national body	AF/I/R
Successful experience of leading or supporting schools in challenging circumstances and of delivering impactful school improvement support across one or more schools	AF/I/R
Successful proven experience of promoting inclusion, equality and diversity	AF/I/R
Successful experience of writing, implementing and reviewing strategic improvement plans and strategies which bring about impactful change	AF/I/R
Experience of coaching, mentoring and directing staff at all levels	AF/I/R
Experience of managing and leading complex changes across a school or group of schools	AF/I/R
Experience of evaluating the performance of the leadership and management of a school	AF/I/R
Experience of working collaboratively across a group of schools with impact on outcomes for children evidenced as a result of this work	AF/I/R
Experience of overseeing and advising on budget management	AF/I/R
Developing and motivating senior leaders to achieve success	AF/I/R
KNOWLEDGE/SKILLS/ATTRIBUTES	
Sound knowledge of educational policy developments and implication for in-school practices	AF/I/R
Excellent knowledge of secondary and Post 16 education	AF/I/R
Detailed knowledge of effective school improvement practices	AF/I/R
Extensive knowledge of effective intervention strategies to impact on school standards	AF/I/R
Broad experience of analysing education data (RAISEOnline etc.) to inform successful education delivery	I/R
Producing reports which strategically review and evaluate resources and performance	AF/I/R
Extensive knowledge of curriculum development, implementation, evaluation and effective assessment techniques	AF/I/R
Have high expectations for themselves and the people they work with	AF/I/R

Be skilled in using a range of techniques to ensure effective collaboration across schools and with external stakeholders and partnerships	AF/I/R
Be committed to providing a high-quality service to the schools	AF/I
Be adaptive and responsive to change	AF/I
Holds and articulate clear values, moral purpose and leads ethically and with integrity	AF/I/R
Possess excellent written and oral communication skills	AF/I/R
Have high level interpersonal skills with the ability to inspire and motivate others	AF/I/R
Be able to influence effectively at all levels of an organisation	AF/I
Be creative in their approach to problem solving	AF/I/R
Be an excellent team player	AF/I/R
Ability to work accurately and with attention to detail	AF/I/R
Ability to hold others to account; including senior school leaders	AF/I/R
Ability to identify work priorities and manage own workload and that of others	AF/I/R
An understanding of and commitment to safeguarding issues and promoting the welfare of children and young people.	AF/I
WORK RELATED CIRCUMSTANCES	
Able to manage working hours flexibly to meet the demands of the role	AF/I
Willingness to undertake further professional development	AF/I
Willingness and ability to travel to all work locations within the Trust and outside of the city where required	AF/I
Be committed to Minerva Learning Trust's Trust's vision and principles	AF/I
Where appropriate be able to work at times convenient to the Local Governing Bodies, including evening meetings	AF/I

Key:

AF = Application form
I = Interview
R = Reference

Section 5: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview
Candidates will be invited to the Trust Central Office or one of our schools for interview. All appropriate Covid-19 Health and Safety measures are being followed. Where necessary, interviews will be facilitated via an on-line means through Microsoft Teams or Zoom.
9. Feedback
Verbal feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be emailed to recruitment@minervalearningtrust.co.uk by the closing date and time.