



JOB DESCRIPTION

David Ross Education Trust
Broadening Horizons

Job Title: Executive Director of Secondary Education

Location: Flexible

Job Purpose:

The Executive Director of Secondary Education will be accountable to the CEO for secondary performance, and support and collaborate with the Senior Executive Team, further increasing the Trust's capacity to provide an outstanding education to our pupils.

Whilst this role focuses first and foremost on leading the Trust's academic functions, setting and delivering stretching academic targets and supporting the deployment of staff and resources, the post-holder will also be expected to contribute to leadership across the Trust's wider operations – which could include our Teaching School Hub, enrichment programme, outdoor learning provision and/or safeguarding.

Background:

The David Ross Education Trust is a network of 36 academies, incorporating primary, secondary, all-through, grammar and special schools across England, from the Olympic Park in London, through the East Midlands, Grimsby, Humber, to East Riding and North Yorkshire.

We employ over 2,300 people focused on raising standards of education and creating life opportunities for all 14,400 of the young people in our care. Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Reporting To:

Chief Executive Officer

Working closely with:

The Senior Executive Team & Board of Trustees

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

KEY RESPONSIBILITIES

- ★ To be accountable to the CEO and Board for secondary performance, safeguarding and budget
- ★ To work with all secondary academies to drive up standards of pupil attainment and achievement
- ★ To monitor and evaluate the work of the academies and build their capacity to improve through mentoring, coaching, professional development and performance management as appropriate
- ★ To analyse academy performance, diagnose issues, broker support, monitor impact and build outstanding leadership capacity within schools
- ★ To identify best practice from within the Trust and from outstanding external providers and ensure this is shared and embedded across the Trust
- ★ To hold Principals and Senior Leaders to account for the performance of their academies
- ★ To focus on pupil achievement to ensure Trust strategies, interventions and systems are making a real difference
- ★ To keep up to date with developments in secondary education and other Trust or academy initiatives as agreed, and to provide leadership, advice and guidance to the academies and leaders within the Secondary Team
- ★ Line management of the Secondary Executive Team
- ★ Leadership of transformational projects across both academic and non-academic functions
- ★ Fostering, in collaboration with other leaders, strong community links with and for the reputation of the schools

KEY DUTIES - TRUST-WIDE

- ★ Be an effective member of the Senior Executive Team
- ★ Contribute to leadership across the Trust's wider operations – which could include our Teaching School Hub, enrichment programme, outdoor learning provision and/or safeguarding.
- ★ Regularly meet with and report to the CEO as required
- ★ Report to the Education Committee and Trust Board as Accountable Officer for Secondary

KNOWLEDGE/SKILLS/EXPERTISE

- ★ A logical, structured thinker who is focused on non-negotiable trust-wide quality standards, research-proven approaches and use of evidence to drive decision-making
- ★ Passionate about realising the potential of all our students
- ★ Experienced Principal/Head Teacher as well as system-leader
- ★ Proven success in school transformation across multiple settings, able to articulate sustainable impact and improvements in both progress and attainment
- ★ Ability to contribute to national policy debates and up-to-date with the latest developments in the education sector
- ★ Demonstrates ambition, courage and aspiration
- ★ Able to lead and to inspire followership amongst senior educators within the Trust

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment will be as follows:

- ★ Application
- ★ Test/Presentation
- ★ Interview

	Essential	Desirable
Qualifications and Professional Development		
<ul style="list-style-type: none">★ Educated to degree level★ Qualified to teach in the UK	✓	
<ul style="list-style-type: none">★ Subject specific qualification/further study desirable★ Leadership qualifications desirable		✓
Experience		
<ul style="list-style-type: none">★ Experienced Principal/Head Teacher and system leader with a passion for system development and leadership★ Experienced in a Trust-Wide role, in a school improvement capacity or regional leadership role across multiple settings★ Proven success in school transformation, able to articulate sustainable impact and improvements in both progress and attainment★ Ability to contribute to national policy debates and up-to-date with the latest developments in the Education sector	✓	
Skills and Knowledge		
<ul style="list-style-type: none">★ Experience leading educational quality across phases and subjects.★ Understanding of a wide range of educational research, pedagogical approaches and wider sector thinking, with the ability to understand the underlying drivers behind multiple viewpoints★ Ability to relate research to classroom practice and the practical realities in schools★ Appreciation of the value of subject excellence programmes, with an understanding of how these support improved outcomes and the practical limitations and trade-offs★ Existing network and profile in the education sector, and strong public speaker able to work efficiently to produce high quality public-facing work★ Awareness of commercial considerations that support impact objectives★ Strong financial acumen and budget management	✓	

Personal Qualities and Ethos		
<ul style="list-style-type: none"> ★ Mission alignment with the Trust, with commitment to broadening the horizons of our students through the provision of a world-class education ★ Very high expectations of self and others and desire to grow and learn ★ Excellent stakeholder management and relationship building skills, with a collaborative consensus-building approach ★ A strong and proactive communicator with the ability to simplify complex ideas for different audiences ★ Team player with open, collegiate approach and proven ability to work cross-functionality ★ Pragmatic can-do attitude with ability to find creative solutions ★ Demonstrates resilience, motivation and commitment ★ Calmness to make decisions and respond to critical situations under pressure ★ Willingness to undertake training and personal development ★ Demonstrates ambition, courage and aspiration ★ Able to lead and to inspire followership amongst senior educators within the Trust 	✓	
Other		
<ul style="list-style-type: none"> ★ Right to work in the UK ★ Willingness to undertake training 	✓	
Additional requirements		
<ul style="list-style-type: none"> ★ Extensive knowledge of MS Office with excellent ICT skills ★ Current driving licence and/or ability to undertake extensive travel to academies across our wide geographical footprint ★ Ability to work flexibly, including some weekends, evenings as and when required. 	✓	
Equal Opportunities		
<ul style="list-style-type: none"> ★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best. 	✓	
Safeguarding		
<ul style="list-style-type: none"> ★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child. 	✓	

★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓	
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓	
Health and Safety		
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.