

Job Description for the Post of Head of Development

Department: *Development Team*

Reports to: *Executive Director of Strategy and Partnerships*

Job Purpose:

The Head of Development is a senior strategic position within the Trust, with overarching responsibility for development and growth projects.

The Head of Development plays a central role in the strategic development and continued growth and will be responsible for implementing and further developing the Trust and College growth and development strategies. This will include seeking out opportunities for our current schools and the college and leading on engagement with other schools/Multi Academy Trusts (MATs)/Colleges/entities who wish to join or partner with and to support these organisations through their onboarding process as well as working with LAs and the mainstream sector to meet the new opportunities under the SEND reform

The role is externally facing and will rely on building and maintaining significant relationships with the Department for Education (DfE) and Local Authorities (LAs) and forming collaborative partnerships with prospective schools, Trusts and key stakeholders to support the development and expansion of the Trust and College. The Head of Development will be required to represent the Trust and College at external meetings in a confident, compelling and informed way.

Key Responsibilities:

1. Strategic Development

- Research and identify opportunities for growth, including expansion of existing provisions, acquiring schools/college centres and developing new service models including outreach services that support organisational sustainability and system leadership.
- Lead strategic horizon scanning and intelligence gathering relating to SEND reform. local authority sufficiency planning, commissioning priorities, demographic trends and emerging sector opportunities, providing briefings and recommendations to ESLT
- Develop and maintain intelligence, opportunity and partnership frameworks to support strategic decision-making, organisational growth and proactive identification of emerging opportunities and risks.
- Develop and maintain strategic engagement plans with local authorities, commissioning bodies, MATs, college and wider partners, strengthening the trust and College's position as trusted system partners
- Support the Trust and College's participation in local, regional and national SEND reform activity, identifying opportunities for partnership, innovation and sustainable growth
- Identify and develop opportunities for workforce development, training, advisory and system support services that contribute to organisational sustainability and sector impact.

2. Project Development

- Develop and maintain a structured development pipeline, ensuring opportunities are assessed against agreed strategic, operational, financial and educational criteria
- Lead on feasibility assessments and the development of strategic business cases for agreed projects.
- Lead on statutory consultations and Equality Impact Assessments and associated stakeholder engagement as required
- Lead the preparation and submission of bids, proposals to the DfE and external partners and agencies as required
- Coordinate regulatory approval processes associated with development projects, including Significant Change applications and associated DfE requirements including land acquisitions.

- Undertake due diligence for new schools and college centres joining the Trust and/or College.
- Manage the integration process for new schools and college centres joining the Trust and/or College.
- Lead the development of outreach, advisory and inclusion partnership models that support mainstream settings, strengthen system capacity and align with national reform expectations

3. Project Management and Reporting

- Oversee all aspects of development projects, including planning, budgets, timelines, risk management, stakeholder engagement and reporting.
- Ensure that projects are delivered to a high standard and in line with the Trust and College's vision and values.
- Manage multiple agreed development projects ensuring effective coordination across teams and successful handover to delivery teams.
- Coordinate input from legal services' supplier as required
- Monitor progress of development projects, manage risks, and resolve issues as they arise to ensure successful completion at development stage.
- Provide strategic reports, briefing papers and recommendations to Executive Senior Leadership Team and Trustees regarding development activity, growth opportunities, sector developments and emerging risks.
- Lead on the development of the Free School project in Merton working with key stakeholders including LA officers and the Department for Education

4. Stakeholder Relationship Engagement and Management

- Build strong working relationships with key partners including the DfE and LAs
- Represent the Trust and College in discussions, consultations, and public forums.
- Engage local communities, families, staff and governors in new proposals and transitions.
- Build and maintain good working relationships with internal school/college and central team staff
- Proactively develop relationships with prospective MATs or Schools/Colleges, wishing to join or partner with the Trust and/or College
- Be a positive advocate for the Trust and College
- Develop and maintain strategic relationships with Local Authorities, commissioners, Regional Directors and other system partners to support growth, outreach development, commissioning opportunities and SEND reform engagement.

5. Marketing Development

- Promote the Trust and College in line with the Growth strategy and the joint Strategy to 2030
- Lead the production of high-quality written materials including prospectuses, development proposals, business cases and presentations.
- Ensure all documentation is clear, professional, and aligned with the Trust and College's values and objectives.

6. Strategic Plan reporting

- Develop and maintain an operating framework providing clear ownership, milestones, performance measures and reporting arrangements for monitoring delivery of the Strategy to 2030.
- Provide termly reports to ESLT and support the preparation of reporting to Trustees

7. General

- Follow s policies, procedures, and performance expectations
- Undertake and complete training and personal developmental programmes/courses deemed necessary for the post
- Ensure that the highest standards of data capture are maintained and compliant with GDPR
- Manage budgets effectively, ensuring value for money in all development activities
- Keep abreast of local, regional and national policy and practice affecting operations and opportunities for the Trust and College, including relevant legislation and context around growth.
- Undertake any other duties compatible with the level and nature of the post as reasonably required by the Executive Director of Strategy and Partnerships

- Analyse emerging national policy developments and reforms and support the translation of these into organisational recommendations, priorities and development opportunities

8. Student Facing Duties

- During your regular visits to school and/or college sites, it may be that you are expected to assist with student facing duties, for example during an emergency when other staff are called away. Such duties might include, but are not limited to:
 - Supervising students, both children and adults, whilst they wait for other staff/their parents or carers to return.
 - Leading students, both children and adults, to evacuation points during a fire drill or an emergency.
 - Helping to search for students, both children and adults, who have absconded or become lost outside of the premises.

Additional notes

- Job Descriptions are to be reviewed annually
- The responsibilities listed above are the essentials of the post; it is always open to the postholder to propose ways of extending these responsibilities
- This job description is not exhaustive and you may be asked to carry out other duties commensurate with the role.

Person Specification for the Post of Head of Development

The Person Specification shows the abilities and skills you will need to carry out the duties in the Job Description. Shortlisting is carried out based on how well you meet the requirements of the Person Specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your Application Form. If you are selected for interview, you may be asked also to undertake practical tests to cover the skills and abilities shown below.

Area	Requirements	Essential/Desirable
Qualifications	Educated to degree level or equivalent	Essential
Experience	Significant experience in a strategic development, or a programme leadership role within education or a related public sector environment	Essential
	Demonstrable experience of managing successful expansions, acquisitions, or capital projects	Essential
	Proven project and programme management expertise, with a track record of delivering complex initiatives on time and to budget	Essential
	Experience of working with government departments and local authorities	Desirable
	Experience in or with Schools, College and/or multi-academy trusts	Desirable
Knowledge & Understanding	Understanding of the UK education system and the role of multi-academy trusts	Desirable
	Familiarity with DfE Growth programmes, the Free School programme and Significant Change process	Desirable

Skills & Abilities	Excellent interpersonal and communication skills, with the ability to build and maintain relationships with stakeholders at all levels	Essential
	Brilliant relationship builder both internally and externally	Essential
	Ability to articulate and present ideas and activities in compelling and engaging ways	Essential
	Effective leader with the ability to motivate and inspire others	Essential
	Excellent oral, written and presentation skills	Essential
	An eye for detail	Essential
	Strong communication skills, with the ability to write clear and persuasive business cases and proposals.	Essential
Personal Attributes	Confidence, self-assurance, determination and creative thinking	Essential
	A motivated self-starter	Essential
	A strong personal commitment to inclusive education and improving outcomes for children and young people with special needs	Essential

Orchard Hill College Academy Trust is proud to be a Disability Confident Employer, committed to creating an inclusive and supportive workplace for all.

Orchard Hill College Academy Trust 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** and **Person Specification** is current but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in job requirements which are commensurate with the job title and grade in line with the school's changing needs.*

*In line with the statutory guidance in Keeping Children Safe in Education, the Trust reserves the right to request and review references **prior to interview** as part of our safer recruitment process. Any concerns raised will be followed up with the applicant before a recruitment decision is made.*