

## **Job Description for the Post of Head of Development at Orchard Hill College & Academy Trust (OHC&AT)**

**Salary Scale:** Grade PO5/6/7 £50,568 - £58,692

**Location:** Copthall House 9, The Pavement, Grove Road, Sutton, Surrey, SM1 1DA (Hybrid - office/home working)

**Hours:** Full-time 36 hrs per week

**Department:** Development Team

**Reports to:** Executive Director of Development

### **About Orchard Hill College and Academy Trust (OHC&AT)**

OHC&AT is a family of specialist education providers for over 2000 pupils and students from nursery to further education across 13 academies and 9 college centres in London, Surrey, Sussex and Berkshire.

We are a forward-thinking and expanding group of special education needs schools and college centres.

Pupils and students within the OHC&AT family have a wide range of learning abilities and additional needs including autistic spectrum disorder; speech, language and communication difficulties; social, emotional and mental health; profound and multiple disabilities; and physical disabilities including multi-sensory impairment and complex health needs.

Supporting our academies and college, OHC&AT also operates learning support, such as nursing and therapy, and a central business team which includes HR, finance and IT.

OHC&AT is a rewarding and inspirational place to work, where everyone works together to create the best possible outcomes for pupils and students.

### **Role Overview**

The Head of Development is a new senior strategic position within Orchard Hill College & Academy Trust (OHC&AT), with overarching responsibility for development and growth projects across the organisation.

The Head of Development will play a central role in the continued growth of our organisation 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 OHC&AT and to support these organisations through their onboarding process.

The role is externally facing and will rely on building and maintaining significant relationships with the Department for Education (DfE), Regional Directors (RDs) and Local Authorities (LAs) and forming collaborative partnerships with prospective schools, Trusts and key stakeholders to support the development and expansion of OHC&AT. The Head of Development will be required to represent OHC&AT 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
- Lead on feasibility assessments and the development of strategic business cases for agreed projects.
- Lead on statutory consultations and Equality Impact Assessments as required
- Lead on the submission of bids and proposals to external partners and agencies as required
- Undertake due diligence for new schools and college centres joining OHC&AT.
- Manage the integration process for new schools and college centres joining OHC&AT.

## **2. Project Management and Reporting**

- Oversee all aspects of development projects, including planning, budgets, timelines, risk management, and reporting.
- Ensure that projects are delivered to a high standard and in line with OHC&AT vision and values.
- Manage multiple agreed development projects ensuring effective coordination across OHC&AT teams and successful handover to delivery teams.
- Coordinate input from OHC&AT 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.
- Prepare regular updates and reports on project status to Executive Senior Leadership Team and write Board papers for Trustees.

## **3. Stakeholder Relationship Engagement and Management**

- Build strong working relationships with key partners including the DfE/RD 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 OHC&AT
- Be a positive advocate for OHC&AT

## **4. Marketing Development**

- Promote OHC&AT in line with the Trust and College Growth strategies
- 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 OHC&AT's values and objectives.

## **5. General**

- Follow OHC&AT'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 OHC&AT, 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 Development

### **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*

### **Person Specification**

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.

We are looking for an exceptional candidate who has:

- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with stakeholders at all levels
- Brilliant relationship builder both internally and externally
- Ability to articulate and present ideas and activities in compelling and engaging ways
- Effective leader with the ability to motivate and inspire others.
- Confidence, self-assurance, determination and creative thinking
- A motivated self-starter
- Excellent oral, written and presentation skills
- An eye for detail

<b>Knowledge/Skills/Abilities</b>	<b>How assessed</b>	<b>Essential/ Desirable</b>
Educated to degree level or equivalent	Application form	<b>E</b>
Significant experience in a strategic development, or a programme leadership role within education or a related public sector environment	Application form and interview	<b>E</b>
Demonstrable experience of managing successful expansions, acquisitions, or capital projects	Application form and interview	<b>E</b>

Strong communication skills, with the ability to write clear and persuasive business cases and proposals.	Application form and Interview	<b>E</b>
Proven project and programme management expertise, with a track record of delivering complex initiatives on time and to budget	Application form and Interview	<b>E</b>
A strong personal commitment to inclusive education and improving outcomes for children and young people with special needs	Application form and Interview	<b>E</b>
Understanding of the UK education system and the role of multi-academy trusts	Application form and Interview	<b>D</b>
Experience of working with government departments and local authorities	Application form and Interview	<b>D</b>
Familiarity with DfE Growth programmes, the Free School programme and Significant Change process	Application form and interview	<b>D</b>
Experience in or with Schools, College and/or multi-academy trusts	Application form and interview	<b>D</b>

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

*As part of the Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for shortlisted candidates. Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.*