

Recruitment Pack

# Hub Director





# Welcome

Thank you for your interest in the role of Hub Director at The Rivers C. of E. Academy Trust. This is an exciting opportunity to take on a key leadership role, working across a group of our schools and helping to shape our trust-wide strategy of an **extraordinary education**.

At The Rivers C. of E. Academy Trust, our mission is clear: an **extraordinary education** for **every** pupil. Our schools are united by strong values, a deep commitment to inclusion, and a shared belief that every child deserves the very best opportunities to thrive academically, socially and emotionally.

Our education strategy is ambitious and evidence-informed, and we value leaders who combine strategic clarity with relational trust. All our pupils are entitled to the best possible teaching, curriculum and enrichment opportunities and all our staff the highest-quality professional development.

The Hub Director role is central to how we will deliver **extraordinary education** at scale. You will provide strategic oversight and professional leadership across our hub structure, ensuring coherence, collaboration and high standards in teaching, learning and leadership. You will work closely with headteachers, senior leaders and the central education team to drive school improvement, build leadership capacity and share best practice.

We are seeking an experienced, values-led leader who can build strong relationships and lead with integrity, compassion and ambition. The successful candidate will be a visible and credible presence across all schools.

This role offers a rare opportunity to play a leading role in the next phase of our development and growth. If you share our vision and are ready to lead improvement with purpose and passion, we warmly encourage you to apply and join us in shaping extraordinary futures together.



**Matt Meckin**  
Chief Executive Officer



# Introduction

## Welcome

Thank you for your interest in the pivotal role of **Hub Director** with The Rivers C. of E. Academy Trust.

In this role, you will be at the forefront of establishing and developing our new hub operating model. The hub is a geographically linked group of schools where you will work closely with headteachers to coach, challenge and support high standards of teaching, learning and inclusive practice in all schools. You will have the opportunity to embed a culture of collaboration with a dynamic group of school leaders whilst developing systems that positively impact on pupils, staff and schools within the hub and across the trust.

We are seeking a leader with a strong moral purpose and a proven commitment to improving outcomes for all pupils, especially those who are vulnerable. If you are passionate about developing leadership expertise and fostering a culture of shared responsibility and excellence, we look forward to hearing from you.

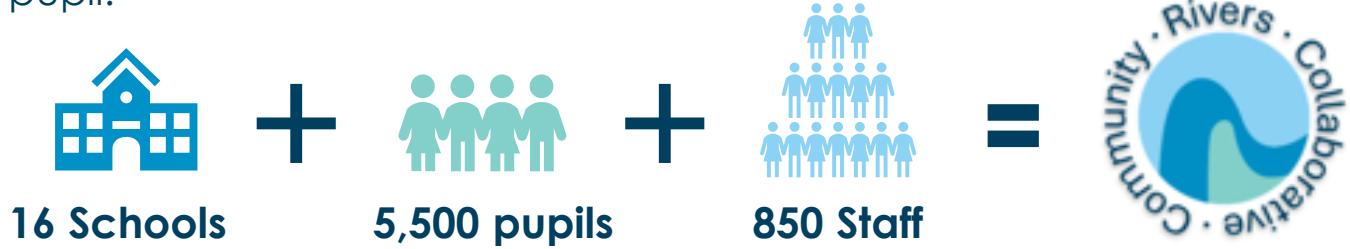
*Hiddleston*

**Julie Hiddleston**  
Chief Education Officer



## Our trust

The Rivers C. of E. Academy Trust, founded in 2014, is a primary-specialist trust with a strong track record of improving schools and a collaborative yet singular purpose of providing an **extraordinary education** for every pupil.



Our community of sixteen schools has over 5,500 pupils and more than 850 staff. We are one of the largest primary multi-academy trusts in the West Midlands with a geographical reach across Worcestershire, Sandwell, and Dudley.

We pride ourselves on being front-line focused and our team of **extraordinary people** work passionately on our shared mission. Our ambition for each school remains a priority, with 100% of our schools rated 'Good' or 'Outstanding' by Ofsted, several of which have improved from weaker predecessor judgements.

Education provision across our family of schools is closely matched to the specific needs of our learners, particularly the most vulnerable and their families. We have high hopes for every child, whatever their background, need or prior attainment, and we empower our pupils to see their limitless potential so they can contribute positively to society and to their **extraordinary futures**.

# Mission

Our mission embraces the character, purpose and future direction of our trust. It defines what we do and why we do it:

**Extraordinary Education  
Extraordinary People  
Extraordinary Futures**

# Vision

Through an **extraordinary** education, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary** people. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary** futures in an ever-changing world.

# Ethos and Values

We are a family of schools with a Christian ethos. We have Church of England and community schools, welcoming families from all faiths and no faith, but together we are guided by our mission, vision and values. Whilst each school's unique character and local community are celebrated, we are united through our shared mission, vision and our **STARS** values. These are the characteristics and behaviours that we ALL share.



# 2030 Strategy

Whilst acknowledging and celebrating our many successes, we are not complacent and continue to strive for excellence in everything we do. Our 2030 strategy sets out our three key themes, and the three 'anchors' within each theme, which outline our areas of focus as we move into our second decade.

## Extraordinary Education

- Excellent teaching and provision
- High-quality support for vulnerable pupils
- Exceptional enrichment

## Extraordinary People

- Empowered and valued employees
- Clear professional learning pathways
- High-quality collaboration and networks

## Extraordinary Futures

- Purposeful environments
- Digital innovation and efficiency
- Thriving growth and partnerships

# Extraordinary People

The Rivers C. of E. Academy Trust is a mission-driven connected learning community committed to transforming lives by providing an **extraordinary education** for every pupil.

We believe that **extraordinary people** create **extraordinary futures**. Together, through shared values and a commitment to excellence, we empower each other to grow, achieve, and make a lasting impact for our pupils.

Our people are the heart of our success. We have built a strong, supportive community of professionals, investing in every team member through collaboration and a broad menu of CPD. Headteachers have access to a range of professional opportunities, including a strong network of like-minded peers.

## Staff Benefits: Our Commitment to You



In 2024, to mark our 10th anniversary, we launched Rivers' **"10 for 10"** initiative by introducing 10 brand-new staff benefits to thank our **extraordinary people**.

These benefits have been created to support staff wellbeing, growth, and work-life balance.

Click here to [Find out more about our staff benefits](#)

# Job Description

## Hub Director

**Salary range:** L28 - L31 (£100,540 -£108,202)

**Contract:** permanent / full-time

**Line of responsibility:** Chief Education Officer (CEdO)

**Direct staff reports:** Headteachers.

**Operational responsibility:** The Hub Business Manager will be line managed by the Head of Professional Services and directed by the Hub Director on an operational (day-to-day) basis.

The Hub Director (HD) leads a group of schools within the trust, shaping high-quality education, promoting inclusive practice, and driving improvement across multiple sites. As senior members of the central Education Team (ET), they support, challenge, and develop headteachers while ensuring the trust's vision and strategy are delivered effectively at hub level.

### Key purpose:

The HD is an executive leadership role within the trust and a core member of the central Education Team. The postholder is responsible for the educational, financial and operational performance and connectivity of all schools within their hub, providing line management, strategic leadership and accountability for headteachers.

Working in close partnership with the Chief Education Officer, other HDs, Head of Teaching and Learning, and Head of Evaluation, Standards and EYFS, the HD both shapes and delivers the trust's education strategy. The role ensures that strategic priorities are evidence-informed and translated into consistently high-quality practice across schools. The HD establishes and nurtures a culture of high expectations for individual headteachers and for the collective performance of the hub.

Through robust support and challenge, effective resource management and

strong professional relationships, the role secures continuous improvement, strong outcomes for pupils and alignment with the trust's vision and values.

The HD is expected to demonstrate sustained high-quality performance, act as an ambassador for the trust's culture and values and inspire confidence in colleagues, pupils, families and external stakeholders.

The HD operates at a strategic and executive level and does not replace the operational leadership of headteachers. Headteachers retain day-to-day responsibility for the leadership and management of their schools. The HD provides strategic direction, line management, support and challenge, ensuring alignment with trust expectations while respecting and empowering headteachers' professional agency.

# Job Description - continued

## Key accountabilities:

### Strategic Leadership:

- Act as a senior leader within the central Education Team, contributing to trust-wide educational leadership, decision-making and strategic planning.
- Work collaboratively with the Chief Education Officer, Head of Teaching and Learning and Head of Evaluation, Standards and EYFS to co-construct, refine and implement the trust's education strategy.
- Ensure that all responsibilities are carried out in a way that reflects and promotes the trust's vision, values and commitment to equity, excellence and inclusion.
- Provide strong professional leadership for headteachers, setting clear expectations, modelling effective leadership behaviours and holding leaders to account for performance.
- Line manage headteachers highly effectively and develop their expertise through training, support, coaching and wider opportunities.
- Coach and mentor headteachers, providing bespoke professional support informed by performance and context to ensure leaders are well developed.
- Clarify and maintain an effective balance between trust-wide and hub consistency and headteacher agency, ensuring headteachers have the freedom to lead their schools within clearly defined trust frameworks, expectations and accountabilities.
- Establish a culture of high expectations, professional trust, collaboration and collective responsibility across schools within the hub.
- Represent the trust professionally with internal and external stakeholders and contribute to trust boards, committees and working groups as required.
- Develop leadership capacity across the hub, including succession planning and talent identification.
- Support recruitment, induction and retention of high-quality leaders and staff across the hub.
- Work with HTs and other hubs to facilitate movement of staff across a hub or between hubs to best meet the needs of individual schools.
- Address underperformance swiftly, robustly and fairly in line with trust policy.
- Promote staff wellbeing, professional learning and a positive, inclusive culture across schools.

### Educational Standards and school improvement:

- Be accountable for the quality of education, safeguarding, inclusion and pupil outcomes across all schools within the hub.
- Hold headteachers to account for outcomes and improvement while enabling them to determine the most effective operational approaches for their school context, within trust policy and agreed strategic priorities.
- Identify best practice within a hub and facilitate sharing between other Hub Directors and hubs.
- Work closely with the Head of Evaluation, Standards and EYFS to evaluate school performance using data, first-hand evidence and external benchmarks.

# Job Description - continued

- Ensure timely identification of risk and underperformance, leading or coordinating effective intervention and support.
- Work with the Head of Teaching and Learning to ensure high-quality curriculum design, pedagogy and professional learning are embedded across schools.
- Support and challenge headteachers to secure sustained improvement, drawing on trust frameworks, evidence-informed practice and sector best practice.
- Promote effective collaboration, peer review and share strong practice across schools within the hub.
- Ensure statutory requirements and trust standards are met, including safeguarding, attendance, SEND, EYFS and behaviour, escalating concerns appropriately.
- Prioritise hub collaboration and training through working closely with the Director of CPL and other central leaders.
- Support and develop an ambitious personal development offer for pupils across the hub ensuring collaboration results in mutual benefit and contributes to excellent enrichment opportunities for all pupils.
- Ensure that trust strategy is implemented in a way that empowers headteachers as leaders of their schools, promoting ownership, professional agency and accountability for impact.
- Lead and support change initiatives ensuring clarity, alignment and engagement across schools.
- Promote a leadership culture that values contribution, innovation, evidence-informed decision-making and trust, while maintaining clear accountability for standards and performance.
- Support other executive leaders to identify and develop partnership and growth opportunities within the hub and across the trust.

## Financial oversight and resource management:

- Be accountable, through headteachers, for the financial performance and sustainable use of resources across schools within the hub, ensuring spending decisions align with educational priorities and trust expectations.
- Ensure financial oversight is exercised within trust financial policies and frameworks, working in partnership with the Head of Finance and central finance team, who retain responsibility for financial systems, controls and statutory compliance.
- Support and challenge headteachers to manage budgets effectively, ensuring alignment between financial decisions and educational priorities.
- Contribute to hub-level financial planning, staffing models and resource deployment alongside the CFOO, CedO and Head of Finance.

# Job Description - continued

- Ensure staffing structures and workload across schools are sustainable and support high-quality education.
- Identify opportunities for efficiencies, shared practice and improved use of resources across the hub.

## Generic and additional responsibilities:

- Seek continuous improvement within own area of responsibility and undertake professional development as required.
- Maintain a flexible, collaborative and solution-focused approach, undertaking other duties consistent with the seniority of the role.
- Promote and uphold the trust's safeguarding policies and procedures, ensuring a safe environment for all.
- Comply with the trust's equality, diversity, data protection, information security and health and safety policies.
- Maintain confidentiality in relation to pupils, staff and trust business
- Carry out any such duties as may be reasonably required by the CEO.
- Undertake any further training as required.
- Be aware of and observe all policies, procedures, working practices and regulations. In particular:
  - Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other people who may be affected by their acts of omission whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
  - Understand, comply with and promote the trust's safeguarding
- policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all.
- It is the responsibility of all staff to comply with the trust's equal opportunities policy. The key responsibilities for staff under this policy are set out in the trust's code of conduct. The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users.
- Maintain confidentiality about pupils, clients, staff and other trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty.
- The post holder must meet the requirements of the Data Protection Act at all times.
- Report to line manager, or other appropriate person, in the event of awareness of bad practice.
- Employees must adhere to the code of conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The trust reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.



# Person specification

## Hub Director

### Education and qualifications:

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"><li>Qualified Teacher Status (QTS).</li><li>Relevant leadership qualification or equivalent professional experience (e.g. NPQH, NPQEL, or demonstrable senior system leadership experience).</li><li>Evidence of ongoing professional development at senior leadership level.</li></ul>	<ul style="list-style-type: none"><li>Postgraduate qualification in education, leadership or a related field.</li><li>NPQEL or equivalent executive/system leadership qualification</li></ul>

### Experience, skills and knowledge:

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"><li>Successful experience as a headteacher or in a senior education leadership role within a multi-academy trust or comparable organisation.</li><li>Demonstrable experience of managing and leading multiple teams across more than one site, with direct line management responsibility and clear accountability for performance and outcomes.</li><li>A proven, successful track record of improving pupil outcomes, evidenced through performance data and sustained impact over time.</li><li>Proven experience of being held to account through external inspection (including Ofsted), with evidence of securing positive inspection outcomes and/or demonstrable improvement following inspection.</li><li>Experience of line managing headteachers or senior leaders and holding them to account for performance.</li><li>Experience of working across multiple schools or influencing improvement beyond a single institution.</li><li>Strong understanding of effective school improvement, curriculum quality, teaching and learning.</li><li>Experience of using data, evaluation and first-hand evidence to identify priorities, diagnose need and secure improvement.</li></ul>	<ul style="list-style-type: none"><li>Experience of working as part of a central education or executive leadership team.</li><li>Experience of leading improvement across a hub, region or group of schools.</li><li>Experience of contributing to or co-constructing trust-wide education strategy.</li><li>Experience of leading improvement across different phases or contexts, including EYFS.</li><li>Knowledge of MAT governance structures and trustee accountability.</li></ul>



Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> <li>Ability to balance support and challenge to secure sustained improvement across schools.</li> <li>Understanding of accountability frameworks, including inspection and trust assurance processes.</li> <li>Knowledge of safeguarding, inclusion, SEND and statutory responsibilities across schools.</li> <li>Understanding of financial and resource management in schools, including value for money and sustainable staffing.</li> <li>Ability to think strategically and translate trust strategy into operational impact.</li> <li>Strong communication and interpersonal skills, with the ability to influence, support and challenge senior leaders with credibility and authority.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of facilitating collaboration, peer review and practice-sharing across schools</li> </ul>

## Personal attributes:

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> <li>Strong moral purpose and an unwavering commitment to improving outcomes for all children and young people, particularly those who are disadvantaged or vulnerable.</li> <li>A deep commitment to inclusive education, with a clear understanding of how high-quality provision for pupils with SEND, additional needs and diverse backgrounds can be achieved effectively within mainstream settings.</li> <li>Demonstrated belief that inclusion and high standards are mutually reinforcing, with the ability to lead schools to deliver both simultaneously.</li> <li>Alignment with the trust's vision, values and commitment to equity, inclusion and high expectations for every pupil.</li> <li>Ability to build strong, trusting professional relationships while maintaining clear accountability and challenge.</li> <li>Resilience, integrity and sound professional judgement, with confidence to operate under scrutiny and make difficult decisions.</li> <li>Reflective, self-aware and committed to continuous professional learning and improvement.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading or influencing inclusive practice across multiple schools.</li> <li>Coaching and mentoring approach, with a commitment to developing leaders' confidence and capability in inclusive mainstream practice.</li> <li>Appetite for system leadership and developing future leaders with a strong commitment to inclusion.</li> </ul>

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> <li>• High levels of professionalism, discretion and confidentiality.</li> <li>• Ability to remain calm, decisive and focused in complex or high-pressure situations.</li> <li>• Willingness to and experience of leading cultural change to strengthen inclusive practice within a trust framework</li> </ul>	

*The Rivers C.of E. Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check, online searches and a medical questionnaire.*



# How to Apply

Application forms can be accessed via the link below:

[The Rivers C. of E. Academy Trust - Vacancies](#)

Your covering letter should demonstrate how your career to date and the impact you have had has prepared you for this post and be no longer than two sides of A4.

Please download a copy and email your completed application form to [hr@riverscofe.co.uk](mailto:hr@riverscofe.co.uk) by 9am **on Monday 9<sup>th</sup> March 2026** (applications received after this date/time will not be accepted).

Please do not submit a curriculum vitae as these will not be included in the shortlisting process.

Shortlisted applicants will be contacted by **Friday 13<sup>th</sup> March** and interviews will be held on **Tuesday 17<sup>th</sup> March**.

To find out more, you can visit our [trust website](#).

We are pleased to offer prospective candidates the opportunity to have an informal conversation about the hub director role with our Chief Education Officer or Chief Executive Officer. These discussions are designed to give you the opportunity to learn more about the role, our trust and our schools and are available by appointment only at the following dates/times:

- **Wednesday 25<sup>th</sup> February (at Unity Academy or on Teams) 9.30am – 2.30pm**
- **Thursday 26<sup>th</sup> February (on Teams) 9.30am – 2.30pm**
- **Friday 27<sup>th</sup> February (on Teams) 10.30am – 12.00pm**
- **Thursday 5<sup>th</sup> March (at a school TBC or on Teams) 9.00am – 3.00pm**

If you would like to book and confirm an informal discussion, please contact **Sarah Davies** on 01299 851178 or [hr@riverscofe.co.uk](mailto:hr@riverscofe.co.uk)

*The Rivers C. of E. Academy Trust is committed to safeguarding and promoting the well-being of children and expects everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.*

*The Rivers C. of E. Academy Trust reserves the right to withdraw the vacancy should a suitable candidate be found at any time during the recruitment process.*



**Thank you for your interest in working with The Rivers C. of E. Academy Trust.**

**We look forward to receiving your application.**

📍 **The Rivers C of E Academy Trust**  
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