

Welcome from the CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our vision of 'Excellence in Education.' As a community of schools, we strive to achieve this through our relentless commitment to compassion, respect and ambition for all our students, with the potential of every individual within our community valued. As a result of this ambition, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with our staff, to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager / Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website info@ascendlearningtrust.org.uk

I hope you will feel inspired to apply to work within the Trust.

Yours sincerely

Jane Coley

Ascend Learning Trust CEO Designate

Band / Salary / Hours

Grade L30-L33

Salary £90,365-£97,256 (DOE)

Contract: Permanent, Full Time (Flexible working considered)

Start Date: TBC

Closing Date: Midnight Sunday 18th June 2023

Interview Dates: Tuesday 4th July 2023

How to Apply

To apply please ensure you complete an application form available from the Trust website www.ascendlearningtrust.org.uk or complete the online application. Applications should be submitted via recruitment@ascendlearningtrust.org.uk

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

Job Description

Primary Education Director

Responsible to: Director of Education

In conjunction with the CEO, responsible for Trust effectiveness and specifically for the strategic development of school improvement services to the Trust primary schools, supporting the development of both teaching and school leadership.

Core purpose

- To monitor and evaluate the impact of the work of schools to raise standards, either at a whole school level or in a specific area across a group of schools
- Oversee the educational performance of either groups of schools, or the performance of specific aspects of the work of the Trust
- Provide 'Quality Assurance' and validation of the work of the Ascend schools e.g. accuracy of self-evaluation, progress in relation to the School Development Plan, data analysis, quality of teaching, leadership, and curriculum, through work scrutiny, lesson observations, interviews, learning walks, as well as work with school leaders.
- Present a coherent and accurate record of each school's performance to the Executive Team and required trustees
- Implement agreed strategies to secure improvement in key areas, monitor implementation and evaluate impact

Main duties and responsibilities

- Promote and communicate the Ascend vision and values at all times, with all internal and external stakeholders
- Secure the long term success of Ascend schools by maximising potential through the skills and resources held within each school and across the Trust
- Drive the implementation the Ascend school improvement strategy, including continuous refinement of our approach, regular analysis of the impact of our work, and frequent monitoring and evaluation of schools
- Drive a continuous and consistent focus on pupils' achievement, attendance, and behaviour, using data and benchmarks to monitor and challenge standards
- Set high expectations and challenging targets for each school
- Line manage and performance manage where delegated by the CEO
- Provide mentoring and coaching for senior leaders in schools
- Supporting the recruitment, development and retention of high-calibre teaching staff across all schools

- Monitor, evaluate and review each school's policies and practice and promote improvement strategies
- Tackle under performance at all levels
- Maintain and continually improve the quality of teaching and learning across Ascend schools by monitoring, challenging and remediating practice as well as identifying opportunities for continual professional development
- Promote and maintain a culture of high expectations for self and others
- To maintain own professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training
- Where schools are under-performing ensure there is sufficient challenge and support for improvement
- Put in place effective communication mechanisms to ensure that the CEO and Director of Education are fully aware of the work of the school and any concerns that may arise
- Promote collaboration within and beyond the Trust to support improvement and professional learning
- If required by the CEO, attend LGB or Trust meetings for schools you are overseeing, monitoring their work and the effectiveness of clerking giving feedback to the chair of Governors

Specific Schools 23-24	Wellington Lions Wellington Eagles Noremarsh Junior Plus one new school
Specific Roles 23-24	Other Line management TBC

Person Specification

Evidenced through: A = Application, I = Interview, R = Reference

Qualifications and training

Essential criteria

- 2.1 Degree or higher (A)
- Recognised Qualified Teacher Status (A)
- NPQH or equivalent (A)
- Full UK driving licence and access to a vehicle (I)

Experience/employment record

Essential criteria

- Proven, recent track record of leadership at Headteacher level in a UK state Primary school (A,I,R)
- Experience of procuring and embedding a range of evidence-based interventions and innovative practices to raise standards (A,I,R)
- Experience of using and supporting others to analyse key data, enabling evidence based intervention, support and challenge (A,I,R)
- Recently worked in a good or outstanding UK state school and understands and can demonstrate what excellence looks like within educational leadership and management (A,I,R)
- Experience of effective change management in a senior leadership role (A,I,R)
- Experience of effective and sustained school improvement in a senior leadership role across several schools(A,I,R)

Desirable

Experience of having worked as a Designated Safeguarding Lead (A,I,R)

Personal qualities

Essential criteria

- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English. (I)
- Integrity and sound judgement (A,I,R)
- Sympathetic to the moral purpose and vision of Ascend, as well as our core values (A,I,R)
- An outstanding communicator who is approachable, reliable, has presence and is highly visible to pupils, parents, carers, local governors and the wider education community (A,I,R)

- An outstanding knowledge of effective teaching and learning within the Primary curriculum (A,I,R)
- Capacity for and commitment to own personal development (A,I,R)
- Ability to mentor, inspire, coach, influence and motivate others (A,I,R)

Professional Knowledge and Understanding

Essential criteria

- Current educational issues, including national policies, priorities, and legislation (A,I,R)
- Demonstrable understanding of effective strategies for maintaining and developing high standards across all aspects of the Ofsted framework (A,I,R)
- Principles and practice of educational inclusion, diversity, and access (A,I,R)

Leadership and management

- Ability to inspire others and provide strong leadership to teachers and support staff (A,I,R)
- Proven experience of developing, empowering and supporting staff
- Thorough understanding of management structures and systems
- Commitment to Equal Opportunities
- Commitment to an open, collaborative and fair culture

About Ascend Learning Trust

The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.

The values of Compassion, Respect and Ambition are those which are essential in Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

We offer Compassion – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

We seek and offer Respect for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting staff as they progress their careers in school and pupils on leaving school.

We seek and hold Ambition for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

Work for Us

As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:

Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

Benefits

We also offer an excellent staff benefit package which includes discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing

the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

This includes:

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,
- Trained Mental Health First Aiders in all schools, and Central Team

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment.

If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

All staff are required to undertake employment checks which include:

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at short-listing stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.