

DO YOU THINK BIG?



Secondary Education Director

Candidate Information Pack

Secondary Education Director

Candidate information

Thank you so much for taking the time to learn more about the Secondary Education Director role at E-ACT.

E-ACT is a National and System Leader Multi-Academy Trust, we provide education in London, Birmingham, Bristol, Manchester, Oldham, Buckinghamshire, Northants, Sheffield, and Walsall. As one of the most established trusts in the country, we serve some of the most disadvantaged young people.

We are entering a new paradigm at E-ACT, aiming to become 'best in class.' We have been reviewing our education and operational strategy, governance, and organisational culture. Our focus is on providing the very best experience for our pupils and ensuring we recruit, retain, and develop the highest quality staff in both teaching and professional services.

We are an organisation of human capital and aim to reflect this in the way we work. Our trust is one of the founding trusts in the sector; next year will mark our 17th year.

Our trust strategy, 'Opening Minds, Opening Doors,' has the primary objective of developing a 'people first' culture. To this end, we have been developing an organisational People Strategy, which is the centrepiece of our improvement focus.

If you think this could be the role for you, please get in touch.




Tom Campbell, CEO of E-ACT

Let us introduce

OUR TRUST



 **25,000**
pupils

 **3,500**
staff

 **93%**
academies **GOOD** or
OUTSTANDING

3 MAT of the Year
Awards (so far!)

 Based in **6**
major cities

 **38**
academies

100% of academies have
leadership & management
GOOD or **OUTSTANDING**

Our Values

We are proud to serve our pupils and communities to ensure every child succeeds in their life. Every day, all of our colleagues demonstrate our three values:

THINK BIG

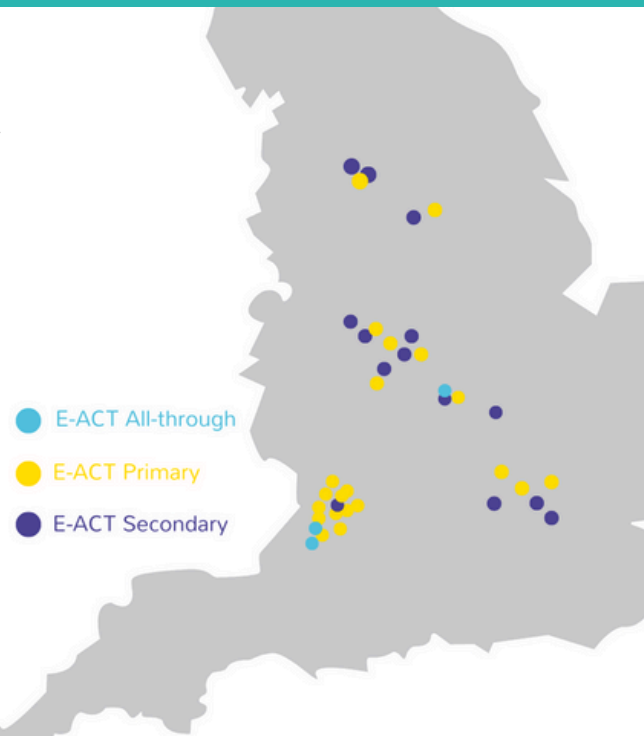
We dare to dream big. Pushing the boundaries to create extraordinary opportunities for our young people and staff alike.

DO THE RIGHT THING

We consistently make principled choices even when faced with adversity, guided by moral purpose that fuels impactful change.

SHOW TEAM SPIRIT

Together we foster a culture of collaboration to improve, support and progress, propelling us forward as a united force.



E-ACT

OPENING MINDS,
OPENING DOORS

#thinkbig

#dotherightthing

#teamspirit

A Fantastic Leadership

OPPORTUNITY

This role will offer you a chance to showcase your skills and to gain access to exceptional experiences and development so you can continue to grow.

Our Priorities

Our three priorities are simple, as a trust we:



Perfect for an **inspiring** leader

If you are an inspiring leader with a passion for education and a vision for creating a nurturing and inclusive working environment, then E-ACT is the perfect place for you. Your leadership will be instrumental in shaping our people-first culture across E-ACT.



Exceptional CPD experience

We understand the importance of Continuous Professional Development (CPD) in nurturing effective leaders. By joining our team, you will gain access to an outstanding CPD programmes designed to further enhance your skills and knowledge.



A **unique** opportunity to help shape and develop secondary academies

At E-ACT, we offer you the chance to help shape and develop our people strategy, making a significant impact on the growth and success of our academies. Your vision and leadership will be pivotal in creating a supportive environment where both staff and students can thrive.



Be part of a **growing** trust who has a people first culture

E-ACT is a trust that truly values its people. We are committed to creating a supportive and inclusive working environment where every team member can thrive. As one of our Secondary Education Directors, you will play a crucial role in fostering this culture, ensuring that our staff feel valued, supported, and empowered.



JOB DESCRIPTION

Purpose of the Role

An opportunity exists for an exceptional individual to join our Secondary Education Director team. The purpose of this role is to lead the delivery of outstanding education and school performance across a number of academies and work as part of a larger Trust team to deliver improvement at scale.

You'll need to be a high performing, impact driven person with proven results in your field and senior experience within education, including having been a successful secondary headteacher. You will have an unrelenting focus on making sure that teaching and learning is outstanding within every classroom and an ability to identify need, source support and build capacity within your leadership responsibilities.

Flexibility is key, as you'll adapt to shifting priorities and align your efforts with the most critical requirements across both the Academies under your care and the broader Trust. As a national MAT you will need to be flexible. The role involves significant travel and overnight stays.

We are looking for a leader who can bring further pace and ambition to E-ACT.

KEY RESPONSIBILITIES

Reporting to the National Director of Secondary Education, this post holder will be accountable for:

- The educational outcomes within your link academies and wider Trust leadership responsibilities. Assisting with the implementation of national and local strategies for raising attainment.
- Effectively line and performance manage the headteachers you are responsible for, in every aspect of their work, ensuring that they successfully implement their performance objectives and maintain a central, unrelenting focus on the quality of teaching and learning and outcomes within each academy.
- Effectively and continuously identify and source a network of support from national colleagues (Safeguarding, SEND, Attendance etc), ensuring that the academies receive appropriate, agile support based on its needs at any one time. Where necessary facilitate external support where needed.
- Ensure all the academies you work with are 'inspection ready'.
- Providing effective governance through rolling assurance activities, the coordination and delivery of Trust reviews and other governance activities.
- Ensure all academies are statutory compliant.
- Overseeing the construction and delivery of Post Ofsted Action Plans (POAP), brokering additional support where necessary.
- Overseeing the educational recruitment requirements for your link academies, working closely with the National Director and Onboarding team to ensure a timely fulfilment.
- Ensure the recruitment process attracts the best talent for all roles, while maintaining a focus on retaining and developing existing talent.
- Ensure effective line management, performance management and leadership accountability systems operate successfully in all academies.
- Ensure Headteachers are provided with the support they need from their Operational Business Partners, including finance, estates, marketing, IT and HR.
- Provide reports and updates to the Executive Leadership Team and Trustees as required.
- To quality assure and approve all key documentation, including Curriculum Led Financial Plan, Academy Self-Evaluation, Academy Improvement Plans, and Curriculum models, ensuring that they adhere to E-ACT's School Improvement Strategy.
- To ensure academies provide value for money, are financially efficient and budgets are balanced.
- To bring additional funding into the Trust by seeking opportunities to access additional funding streams.

KEY RESPONSIBILITIES

- Attending and inputting into all Ofsted, LA and E-ACT led assurance and governance activity providing assurance regarding how academy performance is scrutinised, supported, and held to account.
- To lead on a Trust-wide initiative determined by the National Director of Education (Secondary)
- Leading and contributing to the PAB (Progress Assurance Board), CAB (Curriculum Assurance Board) and LAB (Learning Assurance Board) National Boards. Ensuring that attainment and progress targets are on track throughout the academic year and that school leaders are held to account for quality of education being provided within the academies.
- Support the Education Directorate team and wider work of the Trust by attending conferences, networks, events and strategic planning days.
- Hold headteachers to account over their marketing strategy ensuring evaluation and accountability measures are on place for pupil numbers, attracting and retaining talent and enhancing the overall school perception and reputation.
- Contribute to, and help to shape the national education landscape, building networks, engaging with organisations and seizing opportunities to promote the Trust and present on areas of interest and passion.
- Ensure all staff are provided with training opportunities relevant to their role and career stage.



Culture

- Partner with headteachers to implement the People Strategy, fostering a people-first culture that prioritises engagement, impact and learning and development.
- Ensure that you and all the teaching staff within the academies think big, do the right thing and develop and nurture a positive team spirit
- Work with the Headteachers to ensure that all academies demonstrate both the Trusts and academies values and vision.
- Ensure that there is a safe and happy culture within your academies, adhering to outstanding safeguarding practice, pupil behaviour and attendance.
- Regularly hold your headteachers to account to ensure that they and their teams are being the best possible they possibly can be. This will include honest and sometimes hard conversations and will need to be guided by doing the right thing.
- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

Standard Operating Procedures

- Ensure that you adhere to the E-ACT Scheme of Delegated Authority
- Manage all educational risks within your academies effectively, ensuring that all required mitigations are in place.
- Undertake any other duties appropriate to the grade of the post as requested by your Line Manager
- E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.
- Be responsible for safeguarding within the academies and work with the Operational Teams to ensure that Safer Recruitment procedures are adhered to for every appointment. Education Directors will be expected to complete Safer Recruitment training at least every two years.

PERSON SPECIFICATION

It won't come as a surprise that we are looking for candidates that show exceptional leadership, vision, and dedication to educational excellence in order to fulfil our mission and provide the best possible education for our students. For more detail please see the attached JD.

Experience

- Experience of being a high performing secondary headteacher
- Experience of Trust wide leadership and/or inspection experience as an OI or HMI and/or experience of Executive headship
- Proven successful mentoring/coaching of colleagues
- Experience of Ofsted processes
- Proven success in improving student outcomes
- Successful partnership with other schools, relevant service agencies and stakeholders

Knowledge

- Knowledge of current education legislation, Ofsted framework and best practice
- Extensive knowledge of national and local strategies for raising educational standards.
- Substantial continued professional development in leadership and relevant professional area
- NPQH/NPQEL (Desirable)

Skills

- Ability to support headteachers in delivering consistent high standards
- In-depth knowledge of best practice in teaching and learning to support student achievement
- An ability to analyse and interpret student data to inform planning and to set challenging performance targets
- An ability to lead, motivate, develop and inspire staff

Personal Qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school
- Ability to work under pressure and adapt to changing circumstances and challenges
- Ability to see the big picture as well as focus on what needs to be done
- Personal resilience and an ability to cope with ambiguity, uncertainty, pressure and scrutiny from others.

How to

APPLY



Closing Date

Monday 4 November 2024



Interview Date

11 & 12 November 2024

For a discussion about this post please contact:



Sian John



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Extra Information

Please read the supporting documentation carefully before completing and returning our application and equal opportunities form.

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.

E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.



Find your

THINK BIG



#WeAreEACT

Take a look at what
our colleagues post



E-ACT



@EducationEACT

E-ACT

OPENING MINDS,
OPENING DOORS

#thinkbig

#dotherightthing

#teamspirit