

## **JOB DESCRIPTION**

<b>Job Title:</b>	Trust National Director of Primary Education
<b>Location:</b>	SET Head Office, Kidsgrove/SET Primary Schools
<b>Reporting to:</b>	Deputy CEO
<b>Contract:</b>	Full-time, permanent
<b>Salary:</b>	Competitive

### **Key Purpose of the Post**

- To lead strategies which promote, maintain and improve standards of education in all primary settings including leading sector curriculum and pedagogical innovation.
- To be the subject matter expert for primary education and provide the CEO and Trustees with accurate advice, information and guidance.
- To lead primary schools and their teams across the Trust, being responsible for tracking standards and triggering interventions.
- To engage with other leaders to pro-actively and collaboratively deliver inclusive curriculum, learning and performance.
- To provide strategic direction for SET primary schools including growth and recruitment of new schools into the Trust.

### **Main Duties and Responsibilities**

- Lead and co-ordinate educational development and provide advice to schools, Academy Councils and the SET Trust Board on all aspects of primary education policy.
- Ensure quality assurance mechanisms are robust and used effectively to drive forward excellence in performance in the primary sector.
- Work closely with the Heads of Monitoring, Evaluation, Data and Assessment design a cyclical programme of standardisation linked to intervention and commissioning.
- Be the commissioner of high quality support to schools via the Institute of Education and support quality assurance processes.
- Link strongly with the Chief Learning Officer to ensure primary staff successfully access learning and qualification routes.
- Work with the Director of Digital Transformation to implement an innovative digital learning and curriculum strategy across primary schools.
- Lead the Primary 'Tiger Team' and support across all SET 'Tiger Teams' for flooding support if a school is in difficulty.
- Support schools to develop effective transition programmes across all key stages.
- Ensure all schools work together to promote excellence and secure high quality provision across the Trust with particular responsibility across primary settings.
- Work collaboratively cross-phase and cross-sector to enable our young people to soar.
- To act as Executive Headteacher to primary schools where necessary.
- Ensure compliance across primary schools with mandatory and statutory policy, procedures and governance. To take robust action to ensure risks are well managed.

- Negotiate and lead dialogues with statutory organisations as required by the CEO, or through innovation.
- Work with the Directors of Performance and Review to create a shared data and assessment tool for pan-Trust use and generate updates on school performance as required by SET Trust Board and/or CEO.
- Complete, with the team, due diligence checks on potential new academies, leading those processes in the primary schools.
- Provide direct support to schools as required and act as primary school School Improvement Director.
- Produce reports and papers as requested by the Chief Executive Officer and for the SET Trust Board.
- Be a public face for Shaw Education Trust and contribute to marketing and recruitment. The Director will engage with parents, communities and stakeholders to demonstrate the values, vision and principles of SET. They will take the lead in relationship development in the primary sector- including scoping new school leads to fruition.
- Line manage the primary Headteachers of SET academies, ensuring appraisal is rigorous and standards are high.
- Create a culture of high expectation, which is steeped in an ethos of excellence, throughout SET, its schools, its leaders and its governance.
- Work with the Director of Compliance to quality assure Academy Council meetings, minutes and actions in the primary schools. Ensure websites and school policies are compliant, safeguarding and safer recruitment processes are in place and the SCR accurate.
- Ensure all SET primary schools are well prepared for external inspection by developing excellent internal processes and working with the Directors of Performance and Review, to have an accurate narrative of primary schools across SET.
- Lead the Trust-wide reading strategy across all schools, including advising secondary schools on early reading strategies and resources.

#### Other

- To undertake any further training as identified in the Shaw Education Trust review procedures.
- Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
- 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 persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate 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.
- To understand, comply with and promote Shaw Education Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to

possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

- The Trust has a Diversity, Equality and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
- To maintain appropriate confidentiality regarding our schools, pupils, staff and other Trust business. If 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.
- To report to the line manager, or other appropriate person, in the event of awareness of bad practice.

**This job description is intended to provide a broad outline of the main duties 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.**

## PERSON SPECIFICATION

### Trust National Director of Education: Primary

SKILLS AND CORE COMPETENCIES
<b>Technical competency (qualifications and training)</b> <ul style="list-style-type: none"> <li>• Qualified teacher (E)</li> <li>• Honours graduate (E)</li> <li>• Post-graduate qualification (D)</li> <li>• Evidence of relevant professional development (E)</li> <li>• An up to date knowledge of education policy and inspection (E)</li> <li>• Knowledge and experience of the academies programme (E)</li> </ul>
<b>Experience</b> <ul style="list-style-type: none"> <li>• Successful primary headteacher experience in a school rated good or outstanding by Ofsted (E)</li> <li>• A work profile which encompasses working in challenging contexts and delivering positive outcomes (E)</li> <li>• Proven track record of school improvement (E)</li> <li>• Evidence of working to provide support to schools facing difficulty and to effect improved success rates (D)</li> <li>• Delivery of training packages to internal and external audiences which enable improved quality of provision (D)</li> </ul>
<b>Skills and Attributes</b> <ul style="list-style-type: none"> <li>• A strong leader with proven management skills (E)</li> <li>• ICT literate (E)</li> <li>• Strong verbal and written communication (E)</li> <li>• Must be able to present to large and small audiences with confidence and credibility (E)</li> <li>• Ability to devise, implement and monitor policy and practice (E)</li> <li>• An intelligent critical eye, able to analyse information and distill solutions (E)</li> <li>• Financial acumen, an ability to monitor budgets and hold people to account (E)</li> <li>• Be able to engage with a variety of audiences in a confident and persuasive manner (E)</li> <li>• Ability to develop teams, generate positive followship, inspire confidence and deliver outcomes directly and at arms length (E)</li> <li>• The ability to manage workloads effectively and deliver to established timescales (E)</li> </ul>
<b>Personal qualities, communicating and relating to others</b> <ul style="list-style-type: none"> <li>• Must be people centred and demonstrate integrity, honesty and emotional intelligence when dealing with all stakeholders (E)</li> <li>• Should demonstrate credibility and authenticity when representing Shaw Education Trust (E)</li> <li>• Engage in conduct which both drives and ensures high expectations and standards (E)</li> <li>• Should inspire and motivate all stakeholders (E)</li> </ul>
<b>Safeguarding</b> <ul style="list-style-type: none"> <li>• Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults (E)</li> <li>• Be able to identify strong safeguarding practice and recognise/rectify rapidly when this falls short of expectation (E)</li> <li>• This post requires a DBS check at ENHANCED level (E)</li> </ul>

**Other**

- Have an understanding of and be able to demonstrate a commitment to Diversity, Equality and Inclusion Opportunities (E)
- Ability to travel on behalf of the Trust as required (E)

**MEASURED BY KEY:****(E = Essential D = Desirable)**

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.



**NOTE: This job description and person specification conforms to the Shaw Education Trust job evaluation standards and cannot be amended/updated without SET HR approval.**