

Shaw Education Trust

CAREER

OPPORTUNITIES



Shaw
Education
Trust



Show
Education
Trust

I am honoured and privileged to lead teams of excellent leaders, teachers and support staff who work innovatively and tirelessly to provide the best possible teaching and learning to students. This is our expected norm, not the exception. An excellent education in a supportive, dynamic, and stimulating environment is the right of every child.

Our learning community is enhanced by ensuring that we have a mix of academies within our Trust: primary; secondary and specialist provision AND BY CREATING A TRULY INCLUSIVE ENVIRONMENT. This allows us to create a unique, DIVERSE and expert community of professionals with a wide range of valuable experience and specialist knowledge. Rich collaborative opportunities are offered to students and staff alike as a consequence. We believe every child has a voice and all should be equally heard, valued, and developed.

Jo Morgan & Archie
CEO



Who are we?

We are The Shaw Education Trust, we are a thriving, mix of diverse and growing schools from Primary, Secondary and Special Schools all working together to improve the lives of young people in our communities. We are sponsored by Shaw Trust a charity organisation that focuses on transforming lives. We started our journey with a simple mission, to enhance the lives of all young people within our communities. We started our journey back in 2014 today we are a family of 28 schools, all sharing the same values and vision working together to improve, accelerate and enable ambitious life goals for all young people in our academies. When organisations say that People matter, we really mean it. Our people are the reason we exist,

whether you work in our admin department, a lunch time supervisor or one of our principals, you play an equal part in transforming young people's education and life chances.



Shaw Education Trust

Our Values

TO BE PUPIL AND PEOPLE CENTRED

To ensure everything we do realises the full potential of the pupils we are here to help. We will provide caring, tailored and supportive environments where young people can flourish. We will ensure that all members of the school community are the focus of our activity and as servant leaders we shall enable their success.

TO ACT WITH INTEGRITY

To be an organisation that is open and transparent, actively embraces equality and diversity and has an honest, inclusive and respectful culture which everyone can trust.

TO BE INNOVATIVE

To be a creative, forward-thinking organisation that finds new ways of doing things. To break down barriers to learning, stimulating exciting futures and securing independent living. We will be relentless in our pursuit of the excellence which has the power to change lives.

TO BE ACCOUNTABLE

Shaw Education Trust, its schools and staff are accountable to our pupils and stakeholders. We will demonstrate personal responsibility by carrying out our roles to the best of our ability and in adherence with our values.

TO BE BEST IN CLASS

To be an organisation that is open and transparent, actively embraces equality and diversity and has an honest, inclusive and respectful culture which everyone can trust.



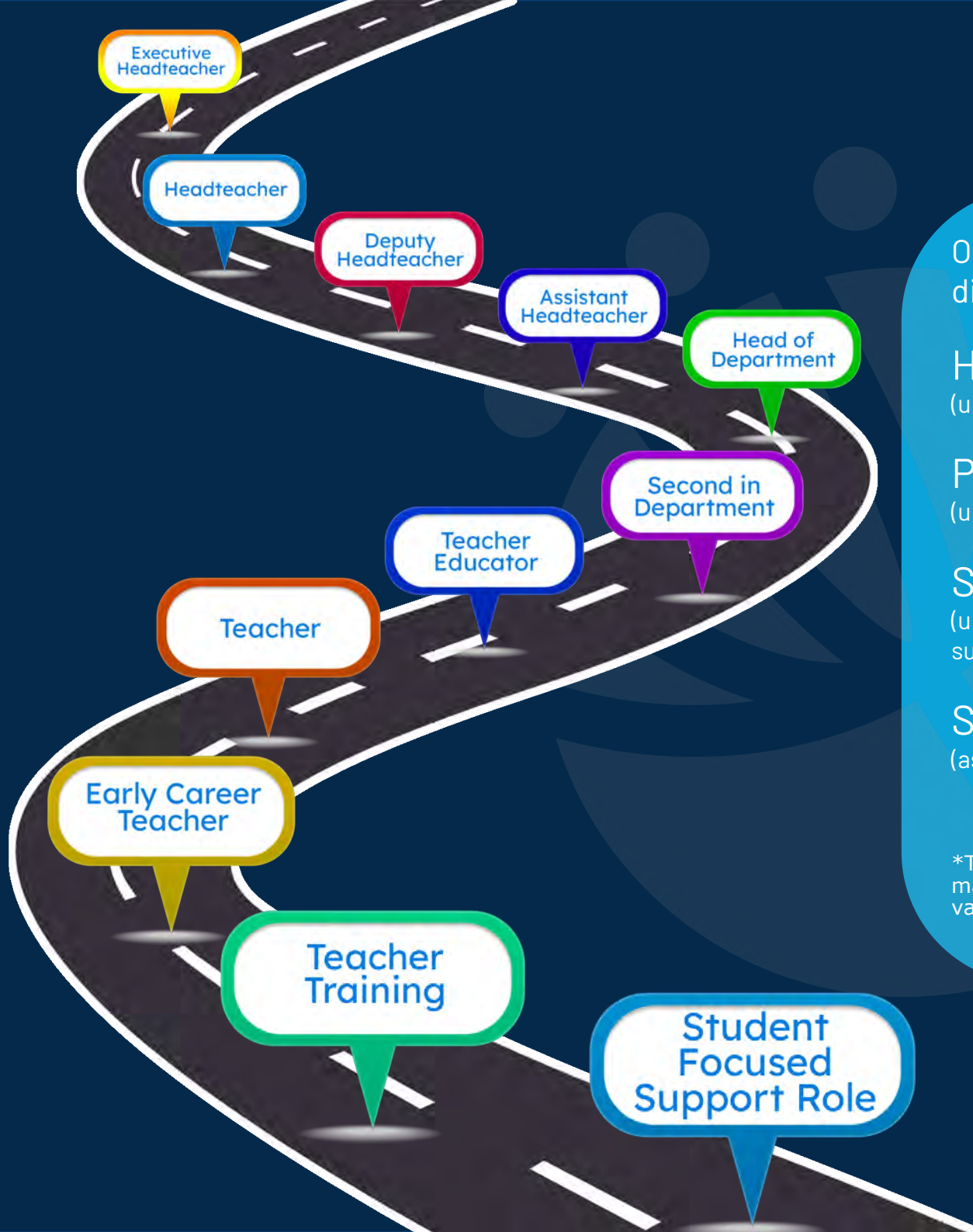
I ATTRIBUTE MY SUCCESS TO THIS: **I NEVER GAVE OR TOOK ANY EXCUSE**

We are looking for talented educators to help us continue our journey, we are looking for diverse, ambitious teachers who want to help us to enhance the lives of our young people. We want teachers who are driven by the desire to help young people, teachers who want to grow professionally and personally and those who's ambitions match our own. We want to invest and develop your talent so you can reach your career goals with us. We are keen to grow and invest in talent, and welcome enthusiastic and dedicated people who are interested in furthering their career in one of our supportive, ambitious academies.

What are we looking for?



School Career Road Map



Opportunities open to all levels of staff who display expertise in a specific area are:

Hub Leader

(upon successful application)

Professional Advocate

(upon successful application)

System Leader

(upon proven effectiveness as Professional Advocate and successful application)

SET Central Subject Leader

(as posts become available)

*The routes presented are flexible and colleagues who are eligible may select programmes from alternative tiers. There are a wide variety of alternative apprenticeships available.



Shaw
Education
Trust



Institute of
Education

Grow. Contribute. Flourish.

Benefits?

We offer many benefits and working for our organisation should be as rewarding as possible. Some of our benefits include:

- **Competitive salaries**
- **Access to our onsite facilities**
- **Ongoing coaching and mentoring**
- **Access to our Institute of Education to continue your CPD**
- **Salary sacrifice schemes and many more...**



**Shaw
Education
Trust**



TRUST NATIONAL DIRECTOR OF PRIMARY EDUCATION

Location: SET Head Office, Kidsgrove/SET Primary Schools
Start date: 25th April 2023 (or earlier if possible)
Contract Type: Full-time, permanent
Salary: Competitive

We are keen to appoint a dynamic, innovative, and outstanding leader to the position of Trust National Director of Primary Education within Shaw Education Trust. This role will suit an exceptional individual who has the skills, knowledge, and expertise to lead and support our primary schools to deliver awesome outcomes for pupils.

You will lead strategies which promote, maintain, and improve standards of education in all primary settings including leading sector curriculum and pedagogical innovation. You will work closely with primary Headteachers across the Trust, supporting and challenging them and their teams to deliver a world-class education for pupils and be responsible for tracking standards, triggering interventions, and celebrating their success.

The successful candidate will have a strong track record of school improvement and experience of leading a good/outstanding primary school. In addition, you will have high expectations for what all of our pupils can achieve, be ambitious for our staff and be able to demonstrate the values of the Shaw Education Trust through your leadership.

The Shaw Education Trust is a large family consisting of 27 Academies and 1 Independent Specialist College. Our schools cover all phases and all sectors; we are proud to be inclusive, and are ambitious for each and every one of our 11,000 learners. We are an innovative, aspirational, and motivated Trust, determined to affect positive outcomes for our communities. We have a SCITT and an Institute of Education within our partnership and these provide outstanding career development pathways for teaching and support colleagues. Our apprenticeship model is dynamic, fast paced and stage appropriate. Exceptional, high quality professional learning lies at the heart of our approach: We regard it as a right, not a lottery, our academies are great places to work, our teams buzz with creativity, and focus on excellence by all and for all.

The role provides an exciting opportunity to work closely with our fantastic primary Headteachers and to join our outstanding Trust central team. You will have access to a wide-ranging support network to enable our colleagues and our schools to flourish. In addition, through our talent management programme, there are opportunities for training, development and qualification routes to enable you to be highly successful in this role.

Please review the job description and person specification for full details of the role.

Should you have any specific questions, then please do not hesitate to contact Kerry Inscker, Deputy CEO, on 07971 552391 or kerry.inscker@shaw-education.org.uk for further details.



To Apply

Please submit a letter expressing your interest, no more than 2 sides of A4, detailing how your experience to date has prepared you for this role and what value you feel you can add to our Trust and complete a SET application and recruitment monitoring form.

Please return completed application forms to Natalie Turner, Recruitment Manager (Natalie.turner@shaw-education.org.uk) by the closing date below.

Shaw Education Trust is dedicated to the safeguarding and wellbeing of students; all staff must share this commitment. The successful candidate will be required to undergo appropriate screening including Enhanced DBS check. [Safeguarding and Pupil Protection Policy 2022-23.pdf \(shaw-education.org.uk\)](#)

Please refer to SET Safeguarding and Child Protection Policy on the Shaw Education Trust Website: <http://www.shaw-education.org.uk/careers>

Closing Date:	Monday 5th December 2022
Interviews:	Tuesday 13 th December 2022

JOB DESCRIPTION

Job Title:	Trust National Director of Primary Education
Location:	SET Head Office, Kidsgrove/SET Primary Schools
Reporting to:	Deputy CEO
Contract:	Full-time, permanent
Salary:	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
Technical competency (qualifications and training) • Qualified teacher (E) • Honours graduate (E) • Post-graduate qualification (D) • Evidence of relevant professional development (E) • An up to date knowledge of education policy and inspection (E) • Knowledge and experience of the academies programme (E)
Experience • Successful primary headteacher experience in a school rated good or outstanding by Ofsted (E) • A work profile which encompasses working in challenging contexts and delivering positive outcomes (E) • Proven track record of school improvement (E) • Evidence of working to provide support to schools facing difficulty and to effect improved success rates (D) • Delivery of training packages to internal and external audiences which enable improved quality of provision (D)
Skills and Attributes • A strong leader with proven management skills (E) • ICT literate (E) • Strong verbal and written communication (E) • Must be able to present to large and small audiences with confidence and credibility (E) • Ability to devise, implement and monitor policy and practice (E) • An intelligent critical eye, able to analyse information and distill solutions (E) • Financial acumen, an ability to monitor budgets and hold people to account (E) • Be able to engage with a variety of audiences in a confident and persuasive manner (E) • Ability to develop teams, generate positive followship, inspire confidence and deliver outcomes directly and at arms length (E) • The ability to manage workloads effectively and deliver to established timescales (E)
Personal qualities, communicating and relating to others • Must be people centred and demonstrate integrity, honesty and emotional intelligence when dealing with all stakeholders (E) • Should demonstrate credibility and authenticity when representing Shaw Education Trust (E) • Engage in conduct which both drives and ensures high expectations and standards (E) • Should inspire and motivate all stakeholders (E)
Safeguarding • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults (E) • Be able to identify strong safeguarding practice and recognise/rectify rapidly when this falls short of expectation (E) • This post requires a DBS check at ENHANCED level (E)

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.

**Act with
integrity**

**Be best
in class**

**Pupil &
people
centred**

**Be
innovative**

**Be
accountable**



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Kidsgrove, Staffordshire. ST7 4DL



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