

# Job Description



<b>Job title:</b>	<b>Director of Education – Primary</b>
<b>Grade:</b>	<b>L19-23; full time</b>
<b>Accountable to:</b>	<b>CEO</b>
<b>Location:</b>	<b>Trust Central Team office with travel required to all DET primary schools (Brentwood)</b>

## **Main Purpose of Role:**

The Director of Education - Primary (DoEP) is responsible for ensuring that all DET primary schools deliver excellent and inspiring education provision for all pupils. This role will provide professional challenge and support to the Trust's three primary schools, supporting leaders to effectively evaluate performance, identify priorities for improvement and plan effective change.

The DoEP will lead improvement and quality assurance work, ensuring all activities, reviews and processes are completed and result in continually improving standards. This role will also line manage the SLT and support the Trust's primaries through Ofsted inspections. The DoEP will also have additional responsibilities for Trust wide improvement strategies, planning professional learning opportunities, as well as leading networks and professional development days.

## **Trust-Wide Responsibilities**

- Promote a culture and environment that allows the Trust and its primary schools to achieve excellence.
- Support the CEO in delivering the Trust's Strategic Annual Improvement plan.
- Support the growth and development of the Trust in line with the local demographic.
- Together with the CEO, ensure robust and appropriate proactive risk mitigation and management and ensure that local risk strategies are aligned at Trust level.
- Ensure that clear quality assurance systems are embedded across the Trust's primaries, driving consistency and improvement in performance.
- Create a culture of constant improvement and be an inspirational leader, committed to the highest achievement in all areas of the Trust's work.
- Manage all operations through the agreed organisational structures and accountability measures, and through the development, implementation and review of Trust-level policies to achieve the Trust's stated objectives.
- Be proactive in ensuring that local plans align with Trust objectives.
- Support the CEO to develop and manage the learning environment, resources and facilities of primaries within the Trust, with particular emphasis on the planning and development required to support the predicted growth in pupil numbers at the schools.
- Support the CEO to ensure that the Trust effectively manages its talent through strategic and local continuous professional development and succession planning.
- Support the CEO to ensure the effective capture of data to meet statutory and legislative standards.

- Maintain effective relationships with the Regional Director (RD), Department for Education (DfE), Education, Skills & Funding Agency (ESFA), the Local Authority (LA), Trustees, Headteachers, Governors and Local School Committees in order to ensure the success of the Trust and its primaries.
- Work closely with local leaders in the due diligence process for any new primary schools.
- Maintain an outward-facing role with the local community on behalf of the Trust to further its external relationships, future growth and development.

<b>Accountabilities</b>	<b>Roles and Responsibilities</b>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Contribute to the Trust’s strategic development in order to deliver our shared vision and ensure that we achieve ambitious outcomes for all pupils in our primary schools.</li> <li>• Encourage a culture of high expectations for the quality of teaching and an ethos of challenge and support where all pupils can achieve success and become fully engaged in their learning.</li> <li>• Challenge and support primary SLTs, holding them to account for the performance of their schools.</li> <li>• Lead, support and develop quality assurance procedures.</li> <li>• Analyse academy performance, diagnose issues, broker support, monitor impact and build outstanding leadership capacity.</li> <li>• Demonstrate an excellent understanding of educational and leadership issues to ensure the smooth running of the Trust’s primary school network.</li> <li>• Provide operational leadership to any Trust primary as may be necessary.</li> <li>• Work collaboratively with other Directors of Education to ensure best practice across Trust schools.</li> </ul>
<b>Outstanding CPD</b>	<ul style="list-style-type: none"> <li>• Help develop a CPD programme which supports performance improvement and raises standards across the Trust’s primary schools.</li> <li>• Ensure the CPD programme meets the needs of individual staff and whole school priorities and is an integral part of appraisals and school improvement planning processes.</li> <li>• Develop a culture of research and evidence-based practice amongst all teachers.</li> <li>• Facilitate the sharing of best practice across Trust primary schools and establish a high-quality coaching programme to move all teaching to good or better.</li> <li>• Lead the development of policies and procedures relating to assessment, learning and teaching and CPD, ensuring high levels of consistency across the Trust’s primaries.</li> <li>• Ensure support is provided for teachers who are not yet good, and evaluate the impact of the support provided.</li> <li>• Analyse the impact of CPD provision and report this to SLT.</li> </ul>
<b>Recruitment, Induction and Retention</b>	<ul style="list-style-type: none"> <li>• Work with training providers to secure the best new teachers entering the profession.</li> <li>• Ensure the school appoints high quality staff and that the best teachers are retained.</li> <li>• Lead on the PR aspect of teacher recruitment, publicising the profession and the Trust.</li> <li>• Develop contacts in other agencies to ensure the Trust is at the forefront of teacher recruitment.</li> <li>• Identify and analyse staff career pathways to identify high potential talent.</li> <li>• Develop an induction programme for all new teaching staff joining DET primaries which delivers a consistent message on ethos, values, vision and expectations.</li> </ul>

<b>High Quality Marking and Feedback</b>	<ul style="list-style-type: none"> <li>• Ensure that there is a high quality of work in books where pupils are proud of their work and there is clear evidence of good quality learning over time.</li> <li>• Provide SLT with constructive feedback gained from the quality assurance process.</li> </ul>
<b>Outstanding Performance Management</b>	<ul style="list-style-type: none"> <li>• Help prepare schools in a highly effective way for their next Ofsted inspection, ensuring self-evaluation is accurate and rigorous.</li> <li>• Analyse school performance, diagnose issues, broker support, monitor impact and build outstanding leadership capacity within identified primaries.</li> <li>• Develop a holistic understanding of the needs of the Trust's primaries and provide bespoke and effective support to facilitate continuous improvement.</li> <li>• Ensure strategies are making a measurable difference to the quality of provision, standards and pupil outcomes.</li> <li>• Ensure each school has a robust and rigorous performance management process in line with Trust policy and that appraisers are consistent and skilled in their approach to performance management.</li> <li>• Support the Headteacher with the quality assurance of PMRs.</li> <li>• Rigorous scrutiny of the quality of teaching and the impact of leaders, reporting to the CEO on performance, highlighting any concerns and making recommendations for solutions where improvement is not rapid enough.</li> <li>• Support and challenge primary leaders to be effective in all aspects of their work.</li> </ul>
<b>Excellent Staff Well-being</b>	<ul style="list-style-type: none"> <li>• Consider the strategic importance of positive staff well-being in all aspects of your work with the primary schools.</li> <li>• Work with SLT locally to develop strategies to address any issues raised in the well-being surveys or wider feedback.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.</li> <li>• Follow safeguarding policies and procedures.</li> <li>• The above duties are neither exclusive nor exhaustive and the post holder may be required to undertake other appropriate duties within the context of the job, skills and grade.</li> </ul>

## PERSON SPECIFICATION

### Director of Education - Primary

<b>Key Area</b>	<b>Criteria</b>
<b>Job Related Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree</li> <li>• Qualified teacher status</li> <li>• Evidence of CPD relevant to the post</li> <li>• Evidence of significant further CPD related to leadership</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of a successful Headship of a school or a leadership role within a Trust or Local Authority environment.</li> <li>• Substantial evidence of working as an experienced member of SLT.</li> <li>• Proven experience of successfully leading and supporting school improvement priorities/outcomes and an excellent understanding of Ofsted frameworks.</li> <li>• Proven recent experience of successfully leading whole school strategic development and change management, leading to improved standards.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of successfully using data to track and monitor pupil progress, leading to improved outcomes for pupils.</li> <li>• Proven experience of successful line management and the ability to provide challenge and support, resulting in improved outcomes for pupils.</li> <li>• Proven experience of detailed data analysis and the ability to present your analysis to a variety of audiences.</li> <li>• Proven experience of leading evaluation processes to identify strengths and weaknesses.</li> <li>• Experience of working with school governance.</li> <li>• Experience of strategic planning and of reviewing progress against plans in terms of standards and performance, taking decisive action where necessary.</li> <li>• Ability to plan strategically based on use of data, targets and benchmarking.</li> <li>• A proven track record of managing the introduction of new initiatives.</li> </ul>
<b>Leadership &amp; Management</b>	<ul style="list-style-type: none"> <li>• An inspirational and strategic leader and role model with a successful record of educational improvement.</li> <li>• Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required.</li> <li>• Builds relationships quickly and effectively with colleagues and primary SLTs.</li> <li>• Can accurately identify areas for development and ensure improvement plans are robust and will lead to excellence and / or bring about improvement rapidly.</li> <li>• Able to work directly and intensively with targeted schools to bring about improvements in specific areas; e.g. curriculum design, pupil absence, disadvantaged outcomes, progress of SEND pupils, quality of teaching.</li> <li>• Able to create and communicate a vision and implement rapid change.</li> <li>• Has high expectations. Role models, sets and delivers high standards and demonstrates credibility through expertise.</li> <li>• Has successfully led and managed teams of people and achieved high quality outcomes by holding them to account for the quality of provision, resulting in improved standards of progress and attainment.</li> <li>• Is able to communicate effectively across a wide range of audiences.</li> <li>• Is able to develop and deliver improvement strategies that positively impact the primaries.</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understands the statutory educational framework and current educational issues relating to primary schools. Strong knowledge of relevant policies, legislation and codes of practice across education.</li> <li>• Good knowledge of the local, regional and national educational picture.</li> <li>• Credible and knowledgeable in a wide range of education issues and leadership scenarios.</li> <li>• Able to effectively monitor standards and use quality assurance processes to accurately inform primary SLTs and CEO about the quality of educational performance in all primaries.</li> <li>• Knowledge of how to use, collect and analyse qualitative and quantitative data in order to identify strengths and areas for development within the teaching and learning environment.</li> <li>• Detailed knowledge of curriculum planning and development.</li> <li>• Detailed working knowledge of how to monitor performance of staff, hold them to account and deal proficiently with underperformance, achieving the best outcomes for all parties.</li> </ul>

<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• An effective communicator in all forms.</li> <li>• Can translate vision and aims into clear actions, by establishing priorities, strategies and milestones in a logical way.</li> <li>• Finds creative and innovative solutions to ensure primaries continue to improve and raise standards.</li> <li>• Can effectively monitor and evaluate provision and the impact of strategies and initiatives.</li> <li>• Lead and motivate others to continually improve performance. Is approachable, supportive, and demonstrates integrity, fairness, and high personal and professional standards.</li> <li>• Excellent relationship management. Develops strong team commitment from others to achieve the Trust’s vision and values.</li> <li>• Resilient, dynamic and keen to lead by example.</li> <li>• Organised, hard-working and able to manage demanding workloads and competing priorities.</li> <li>• Adaptable and flexible; action-oriented and outcomes-focussed.</li> </ul>
<b>Equalities and Safeguarding</b>	<ul style="list-style-type: none"> <li>• A genuine commitment to inclusion and equal opportunities and a vision that combines inclusion with whole Trust improvement.</li> <li>• Must have a passion for our vision to ensure every pupil achieves to the best of their ability and is resolute in challenging barriers to a pupil’s success.</li> <li>• Able to demonstrate an understanding of how to support all pupils with their learning and progress, especially those from disadvantaged backgrounds.</li> <li>• Assist primary schools in ensuring they meet statutory obligations under KCSIE.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.</li> </ul>