

Role Description

Position:	Director of Education
Salary Range:	L28 – L32 £83,105 - £91,549
Contract Type:	Permanent, full-time
Reporting to:	Chief Executive Officer
Location:	Basildon, Essex

Our Mission

The vision of the Berlesduna Academy Trust is to create and foster a culture of high aspiration, enjoyment for learning, academic success and lifelong skills amongst all pupils, regardless of their social, economic or cultural background.

Whilst we aim to build a strong and cohesive identity, we recognise that each school within the Trust has its own unique characteristics. Collaboration and joint working ensure that all schools in the Trust can share in, and benefit from, each other's strengths. The aim as a multi academy trust is to work together to:

1. Make a positive difference in the lives of our pupils;
2. Have an unflinching commitment to closing the gap between high and low performers within the schools;
3. Transform the learning conditions of others so that growth, commitment, engagement, and constant spawning of leadership in others is being fostered

Core purpose of the role:

The Director of Education (DOE) is responsible for the Educational Strategy, which operates within the overall framework of the Trust Strategic Plan.

The DOE will play a key role as part of the Trust Executive Team. This will involve working closely between the Chief Executive Officer (CEO), the Chief Finance Officer and Director of Operations (CFO), the HR Director (HRD) and individual school's Headteachers to ensure Berlesduna Trust embeds its mission to transform the lives of children through partnership and collaboration.

The DOE will work jointly to develop the education vision for the organisation. This will mean ensuring the organisation reflects the lived values and ethos set by the Board of Trustees and delivery of the strategic goals of the Trust.

Specific Responsibilities

Strategic Leadership and Standards:

- Provide strategic leadership advice and planning working closely with the Chief Executive Officer (CEO), the Chief Finance Officer and Director of Operations (CFO), Director of Human Resources (HRD) and school leadership teams.
- The DoE will ensure that management styles and procedures reflect the ethos and values of the Trust.
- The DoE will work in collaboration with the CEO and the other members of the Executive Leadership Team to secure the strategic goals of the Trust.
- Promote the Berlesduna Trust as a leading education Trust across the education sector.
- Promote the work of the Trust in educational excellence and success through the delivery of training, networking events and other corporate opportunities to market the work of the Trust.
- Provide Trust-wide leadership in school improvement, inclusion, data and assessment, creating outstanding provision. Ensure gaps in academy performance are identified and analysed so that appropriate support and challenge is offered to achieve improvement.
- Work with the CEO and CFO to develop and implement a strategic plan, across the Trust, which identifies priorities and targets for ensuring that pupils achieve high standards and make progress, increasing teachers' effectiveness and securing rapid school improvement where required.
- Ensure the sustained raising of aspiration, achievement, and attainment, is met through an inclusive, sustainable, and innovative educational environment.
- Co-ordinate strategic reporting of education outcomes, provision and standards for Trustees and local governing bodies.
- Support schools to achieve their performance targets.
- Secure the commitment of parents and the wider community to the vision and direction of the schools and the Trust.
- Maintain an up-to-date knowledge of developments in school inspection, self-evaluation and support the Trust strategy to ensure all schools are continuously improving through robust evaluation of work.

Leading Learning and Teaching:

- Embed the Trust's vision for curriculum provision and expectations for pupil outcomes.
- To provide highly effective strategies to support and challenge each Headteacher, ensuring rapid improvement is made in the quality of the provision.
- Establish and embed creative, responsive, and effective approaches to learning and teaching across the Trust.
- Secure and sustain effective teaching and learning throughout the schools by ensuring each Headteacher has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement, using benchmarks, and setting targets for rapid improvement of all children including those in vulnerable groups.
- Promote excellence in teaching and learning, ensuring a continuous and consistent Trust-wide focus on maximising the educational and personal development of pupils so they are confident, ambitious learners, ready to meet the world and enter the next phase of their education.
- Ensure that a high-quality experience is available for all children and young people.
- Develop an inclusive and supportive approach so that each school is a place where all young people and the wider school community feel welcome.

- Ensure that the needs and aspirations of each child is addressed through personalised learning and mentoring. Ensure that robust assessment data analysis is used to set challenging targets.
- Challenge practice to ensure a stimulating learning environment.
- Ensure Trust priorities and school priorities are consistently and effectively implemented, and the impact monitored.

People Leadership and Development:

- Create a positive culture of personal responsibility, expertise, and collaborative learning implementing strategies to tackle any underperformance in accordance with Trust HR policies.
- Work with the HRD to develop and implement an affordable annual programme of high-quality professional development for all staff.
- Lead Headteachers to motivate and enable staff in schools to carry out their respective roles to the highest standard, through high quality continuing professional development based on assessment of needs and identified through the appraisal process.
- Inspire individuals to contribute positively to shared ideas and plans for the schools, and the wider Trust.
- Develop the capacity (through coaching and other appropriate means) of the educational leadership and management, particularly the SLT members of all schools.

Organisational Leadership:

- The DOE will be a role model for ensuring that the values of the Trust are upheld through personal conduct and through personal leadership behaviours and will support the Headteachers to recruit and retain staff of the highest quality.
- Work with the CEO, CFO, HRD and Headteachers to deploy all staff effectively across the schools to improve the quality of education provided.
- Monitor the presentation and use of accommodation within the schools to ensure they provide a positive learning environment that promotes the excellence for all.
- Be required to cover for short/longer term Headteacher vacancies.

Governance and Accountability:

- Work in close partnership with the CEO, HRD, CFO, Chair of Trustees, and other Trust Committees and develop a relationship based on openness, transparency, and absolute integrity.
- Ensure that Trustees have access to all relevant education data, information, and options to support their decision-making.
- Act in compliance with the Board's scheme of delegation.
- Ensure that all tiers of governance, defined in the Trust's scheme of governance, are appropriately supported to provide effective governance of the Trust's education performance.
- Ensure that systems and reporting structures are in place so that Trustees and the Standards Committee can effectively, appropriately, and proportionately govern the strategic and operational education risks of the Trust.
- Secure robust school self-evaluation and quality assurance procedures.
- Establish mechanisms for reporting to each school local governing boards at agreed intervals.
- Ensure that Headteachers have clearly defined responsibilities and accountabilities in place for all their staff.

Person Specification

This section will allow you to understand who we are looking for within this role and the skills, knowledge and experience that we would expect.

Knowledge/Qualifications and Experience	Essential	Desirable
Graduate with Qualified Teacher Status	✓	
Achieved or working towards NPQH / NPQL		✓
LLE / NLE status		✓
Evidence of extensive knowledge of the current primary curriculum requirements across all subject areas	✓	
Evidence of delivering a successful school improvement plan across a number of schools - including those in Inadequate and Requires Improvement Ofsted categories	✓	
Significant experience as an Executive Headteacher, across schools on different sites with a demonstrable track record of impact as a leader and improving and sustaining primary school standards.		✓
Evidence of appropriate professional development for the role of Director of Education including being a successful leader in more than one primary school.	✓	
Evidence of collaborative and inspirational leadership skills that have encouraged school leaders to work together to successfully secure high performance across a group of schools	✓	
Evidence of understanding current national policy, DfE policy priorities and the relationship between a MAT and the Regional Schools Commissioner and the Education and Skills Funding Agency	✓	
Evidence of extensive knowledge of the Ofsted Framework and assessment criteria and applying this knowledge to support schools to meet statutory requirements	✓	
Experience of delivering a bespoke curriculum in line with a school organisation's mission and ethos and of influencing the creation, direction and implementation of assessment and curriculum	✓	
Experience of working successfully with SEND and marginalised groups to support progression learning, development and wellbeing for every child's individual needs	✓	
Experience of compiling, analysing and presenting robust data to enable the Executive, Governors and Trustees take strategic decisions on target setting, evaluation and assessing the impact of interventions	✓	
Experience of quality assuring school self-evaluation and improvement activities	✓	
Experience of budget responsibility and working with a central executive team to develop consistency, economies of scale and efficiency savings		✓

Evidence of understanding funding streams in relation to pupil premium and loss of learning	✓	
Evidence of working towards embedding effective inclusion and diversity in all aspects of school life	✓	
Proven experience of developing good working relationships with all stakeholders and of representing a school organisation externally		✓
Demonstration of alignment with Berlesduna Trust's vision and mission	✓	

Skills and Abilities	Essential	Desirable
Proven ability to develop, communicate and successfully implement strategies	✓	
Proven ability to generate and deliver collective vision and shared purpose	✓	
Proven ability to create, build and interpret statistical data, and manage budgets	✓	
Sufficient numeracy skills to interpret statistical data and manage budgets	✓	
An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration	✓	
Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance	✓	
Excellent organisational skills	✓	
Proven ability to lead an organisation successfully through a period of change	✓	
Well-developed interpersonal and communication skills combined with a strong personal impact and presence	✓	
Strong and decisive leadership skills able to take responsibility for decisions	✓	
An authoritative, succinct but inspiring and persuasive communication style both orally and in writing.	✓	
Commitment to promote and support the aims of the Trust	✓	
Demonstrate personal and professional integrity, including modelling values and vision.	✓	
Demonstrate a personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards	✓	