



Strategic Lead Attain Academy Partnership

Job Description

Pay and Conditions

This is a permanent position working throughout the year.

In order to reflect the demands of the post, the salary is likely to be in the range Leadership 18-30 depending on experience. You will also be eligible to join the Teachers' Pension Scheme.

Leadership Structure

The structure of the current Senior Leadership Team is as follows:

- Chief Executive Officer (CEO)
- Chief Financial Officer (CFO)
- Chief Operations Officer (COO)
- Finance & Operations Officer (FOO)
- IT Lead
- Director of Learning
- Headteachers/Heads of School



Strategic Lead

- Thinker and strategist
- Instructional leader
- Leadership developer
- Orchestrator of partnership depth
- Quality Assurer
- Business developer
- Communicator within the MAT
- Ambassador for the MAT

Main Responsibility

The overall purpose of this post is to work in partnership with the CEO and the central teams in order to secure outstanding educational provision for its academies.

This will involve working across the trust to support the implementation of strategically-driven projects which transform systems and deliver real and significant benefits to the pupils and staff of Attain Academy Partnership.

In partnership with the central teams you will provide leadership and management for educational and operational matters for Attain Academy Partnership and its individual academies. As a senior member of the central team you will ensure that all academies are delivering the highest possible educational provision and achieving excellent outcomes for pupils and students within the trust.

You will be an effective ambassador for the trust in the region, taking a leading role in identifying further opportunities for the benefit of all trust academies. You will contribute to the development of a academy improvement strategy that enables all academies to be outstanding in all areas over time, helping to shape new ideas from concept through pilot and into delivery – ensuring all stakeholders are fully engaged. Thus you will ensure the development of the reputation of the academies and trust locally, regionally and nationally.

Specific Job description – Strategic Lead

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Key Areas of Responsibility

Shaping the Future – Trust-wide Direction and Development

- Ensure the vision for each academy is aligned with the trust vision.
- Assist the CEO and central teams in defining, planning and implementing a comprehensive range of projects across the trust including supporting growth of the trust.
- Work in partnership with CEO on due diligence activity prior to conversion of potential joiner-schools or development of new academy projects.
- Assume temporary role as Executive Head of any academy if needed.
- Support the induction of a new academy into the trust whilst developing its own identity.
- Contribute to the management and delivery of multiple strategic projects at any one time delivering required outcomes to time and budget.
- In partnership with the CFO, ensure all budgets relevant to the post and the back office support team are managed and monitored effectively, and that resources are used efficiently.
- Work with colleagues from across the trust to transform and improve systems, supporting the trust to deliver and develop its vision, priorities and values ensuring that they are implemented effectively by Heads and Local Governors.
- Confidently respond to current and future changes, internally or externally, to ensure projects are successful and practices and processes are improved upon.
- Build strong working relationships with a variety of stakeholders, forging strong strategic alliances with key partners and stakeholders.
- Contribute to a collaborative leadership model, ensuring clear alignment and collaboration across the schools in the trust whilst rigorously monitoring progress against the actions required to meet targets. Develop a culture of personal responsibility, recognising excellence and implementing strategies to address underperformance to efficiently manage people and resources to enable each of our pupils and staff to achieve the highest standards possible.
- In partnership with the CEO, support Heads to translate the strategies into agreed objectives and operational plans which will promote and sustain academy improvement, taking on the role of Executive Head if required.
- Motivate, coach and mentor senior and middle leaders to ensure they promote a shared culture and positive climate for all.
- Ensure that trust-wide planning takes account of the diversity, values and experience of every academy and its wider community.
- Contribute to the development of trust policies and procedures.
- Work with target academies to ensure they are “Ofsted-ready” and that self-evaluation is rooted in sound evidence of impact.
- Lead due diligence activity prior to conversion of potential joiner-schools.

Leadership of Education

- Develop a collaborative leadership model, ensuring clear alignment and collaboration across the schools in the trust whilst rigorously monitoring progress against the actions required to meet them.
- Develop trust-wide networks and a shared culture that enables staff at all levels to work collaboratively, develop joint practice, celebrate success and accept responsibility for outcomes.
- Foster an ethos of challenge and support in which all students can achieve success and be fully engaged in their own learning.
- Encourage and promote innovation in educational provision through enquiry-led practice, ensuring that the academies can meet changing needs and demands consistent with government guidelines and requirements.
- In partnership with the CEO ensure that high quality provision is available to all students regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs.
- Ensure that practice is of a consistent high standard across the academies for SEND. Support SENCOs and Heads if they run into barriers with resources and outside agencies.
- In partnership with the CEO respond speedily to address underperformance in any of the trust academies.
- Support the CEO/Heads in addressing any formal complaints that have not been resolved at school level.

Assessment Lead

- Develop and refine efficient and informative reporting of academies performance, appropriate for the different audiences, which require information from the Assessment Lead for the Trust.
- Preparing regular analysis of performance data.
- Support for academies in using this data forensically and productively through termly meetings with Heads to discuss data e.g. to link with PMR, pupil progress meetings, achievement teams, class learning forums thus ensuring an effective whole school annual improvement cycle.
- Provide regular staff training on our assessment system and the use of information gathered to inform effective planning, teaching and learning for all pupil groups.
- To ensure the board are equipped with all necessary school performance information to enable them to carry out their statutory duties.

Growth & development of the Trust

- Actively seek and engage in the appraisal of opportunities to expand the number of academies within the trust and to make recommendations to the CEO as to the suitability of such opportunities.
- To play a part in promoting and marketing the activities of the trust to broaden engagement and raise its profile.
- Assist Heads in marketing their individual academy.
- Provide outstanding and collaborative leadership with the ability to forge positive relationships; both internal and external to the trust in order to promote success and to have high expectations for children of all ages.
- Develop trust-wide succession planning, talent spotting and continuous professional development programmes, investing in our staff to enhance the quality of provision across the trust.
- Evaluate the implications of potential incoming academies and successfully incorporate them into the trust.
- Identify further income generation opportunities for individual academies and for the trust in general.

- In partnership with the CEO provide education support to new academies joining the trust.
- Contribute to the induction of new Heads and support them in their first year.
- Ensure effective relationships are maintained with key local partners including approved educational partners for the trust, local authorities, higher education establishments, Ofsted and the Regional Department for Education (DfE) Directors.

Other educational and operational matters

- Contribute to the formulating and drafting of trust-wide education and other trust policies.
- Develop consistent operational models and strategies for all Heads in the trust e.g. performance management reports, diary management, consistent documentation and branding etc.
- Support Heads with writing curriculum policies, Pupil Premium Impact Statements, Sports Premium Statements, SEN Information Reports and other key education documents.
- Maintain leading edge knowledge and understanding of effective school/academy improvement, with a focus on assessment, tracking and effective data analysis.

Other responsibilities

- To comply with and assist with the development of policies and procedures relating to curriculum, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all
- To contribute to the overall ethos, vision, and aims of the trust.

Person Specification

Key Criteria:	Essential	Desirable
Professional Qualifications	<ul style="list-style-type: none"> • Degree and recognised professional qualification relevant to the role. • A record of recent and relevant continuing professional development. 	<ul style="list-style-type: none"> • Post-graduate educational/leadership or management qualification.
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Ability to drive the ethos of Attain to ensure this is strongly embedded and sustained through succession planning across the organization • Ability to transform agreed strategy into operational objectives that impact positively on our work leading, supporting and motivating teams, including a proven ability of working with effective performance and management systems • Excellent project management and people skills • Ability to work to tight budgets and time schedules. This requires excellent personal • Managing workloads, issues, constraints and remits of resources • Direct, develop and motivate people working on the programme /project • Understanding of the needs of pupils and staff, the wider work of the Trust and initiatives impacting upon it • Ability to facilitate meetings effectively, inspire co-workers to attain goals and pursue excellence, confront issues openly and quickly • Ability to be proactive and show initiative in tasks, and to recognise the need to share knowledge with others • Ability to run workshops, good presentation skills and excellent report writing skills • Proven success in contributing to a team oriented environment. • A good understanding of Desktop applications such as, MS Office (Word, Excel, Outlook, PowerPoint) • Ability to learn quickly (due to the rapid changes in IT), and be able to apply the new knowledge in relevant situations • Experience of working with senior leaders. 	<ul style="list-style-type: none"> • A vision for developing PR and marketing strategies. • Experience of managing significant growth in student numbers within a short timescale.

- Knowledge and experience of the education sector

Development and Growth

- Ability to demonstrate the skills and experience needed to work as a senior executive leader

Education Provision

- Able to communicate a strategic commitment to the view that all pupils, including those with special educational needs and disabilities, can and do achieve and to promote equality and diversity

Safeguarding

- Able to demonstrate a strategic understanding of and commitment to the safeguarding of children and vulnerable adults

Governance and Resource Management

- Ability to develop with the Attain Trust Board the underpinning vision and broader strategy for the trust
- Able to demonstrate effective risk and reputation management at a senior level
- Good commercial acumen to deliver cost effective practices and develop and optimise existing and emerging funding opportunities that have a positive impact on our children
- Ability to work positively and influentially with a diverse range of stakeholders, lead rapid response and work with senior leaders in dealing with complaints and issues of compliance
- Experience of working with a range of stakeholders, including Trustees, Directors, Governors and others
- Knowledge and understanding of the current educational landscape including issues relating to academies and the national agenda
- Demonstrable track record of successful budgetary control and clear financial strategic thinking
- A proven track record of leadership and management of significant change at a senior level, using strong

Behavioural Competencies

interpersonal, presentation and influencing skills

- Able to engage, lead and motivate a workforce across a range of provisions at various stages of quality and development
- Extensive experience in managing Assessment systems within an individual school and/or across a trust

Personal Qualities

- Belief in and commitment to the overarching values of the Trust and ability to articulate vision to a wide range of audiences
- Highly effective and credible leader, who inspires the respect and support of others and has an open and approachable interpersonal style
- Commitment to the highest standards in all areas of school life, with a demonstrable understanding and commitment to the safeguarding and welfare of children and young people
- Excellent and adaptable communication skills
- The ability to be able to build a positive organisational culture, encourage reflection, delegate responsibility, build teams, strive for continuous improvement and inspire staff
- Excellent interpersonal skills, able to build effective working relationships at all levels, reinforcing partnerships

A commitment to the Attain Trust behaviours of:

- Adaptability
- Creativity and Innovation
- Humility
- Humour and Positivity
- Supportiveness and Trust
- Collaboration

Behaviours

-Excellent communication (written and oral) and interpersonal skills

-Ability to reason and negotiate with people e.g. when dealing with conflicting opinions

-Tact, consideration and diplomacy skills

- Ability to think laterally and creatively in order to propose optimum, possibly innovative, solutions
- Ability to think logically in order to be able to solve problems on complex issues
- Ability to multi-task i.e. work on several projects at one time with frequent interruptions.
- High level of literacy and numeracy skills. -
- Proven ability to work creatively and analytically in a problem-solving environment
- Ability to work at a high level of concentration, and with accuracy and attention to detail.
- Where standards do not exist, an ability to establish high quality standards based on personal knowledge and experience

