

DO YOU THINK BIG?



Primary Education Director

Candidate Information Pack

E-ACT

OPENING MINDS,
OPENING DOORS

#thinkbig

#dotherightthing

#teamspirit

Primary Education Director

Candidate information

Thank you so much for taking the time to learn more about the Primary Education Director role at E-ACT.

E-ACT is a National and System Leader Multi-Academy Trust, we provide education in London, Birmingham, Bristol, Manchester, Oldham, Buckinghamshire, Northants, Sheffield, and Walsall. As one of the most established trusts in the country, we serve some of the most disadvantaged young people.

We are entering a new paradigm at E-ACT, aiming to become 'best in class.' We have been reviewing our education and operational strategy, governance, and organisational culture. Our focus is on providing the very best experience for our pupils and ensuring we recruit, retain, and develop the highest quality staff in both teaching and professional services.

We are an organisation of human capital and aim to reflect this in the way we work. Our trust is one of the founding trusts in the sector; next year will mark our 17th year.

Our trust strategy, 'Opening Minds, Opening Doors,' has the primary objective of developing a 'people first' culture. To this end, we have been developing an organisational People Strategy, which is the centrepiece of our improvement focus.

If you think this could be the role for you, please get in touch.



Tom Campbell, CEO of E-ACT

Let us introduce

OUR TRUST



25,000
pupils



3,500
staff



93%
academies GOOD or
OUTSTANDING

3 MAT of the Year
Awards (so far!)



Based in 6
major cities



38
academies

100%

of academies have
leadership & management
GOOD or OUTSTANDING

Our Values

We are proud to serve our pupils and communities to ensure every child succeeds in their life. Every day, all of our colleagues demonstrate our three values:

THINK BIG

We dare to dream big. Pushing the boundaries to create extraordinary opportunities for our young people and staff alike.

DO THE RIGHT THING

We consistently make principled choices even when faced with adversity, guided by moral purpose that fuels impactful change.

SHOW TEAM SPIRIT

Together we foster a culture of collaboration to improve, support and progress, propelling us forward as a united force.

-
- E-ACT All-through
 - E-ACT Primary
 - E-ACT Secondary

E-ACT

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A Fantastic Leadership

OPPORTUNITY

This role will offer you a chance to showcase your skills and to gain access to exceptional experiences and development so you can continue to grow.

Our Priorities

Our three priorities are simple, as a trust we:



Perfect for an **inspiring** leader

If you are an inspiring leader with a passion for education and a vision for creating a nurturing and inclusive working environment, then E-ACT is the perfect place for you. Your leadership will be instrumental in shaping our people-first culture across E-ACT.



Exceptional CPD experience

We understand the importance of Continuous Professional Development (CPD) in nurturing effective leaders. By joining our team, you will gain access to an outstanding CPD programmes designed to further enhance your skills and knowledge.



A **unique** opportunity to help shape and develop secondary academies

At E-ACT, we offer you the chance to help shape and develop our people strategy, making a significant impact on the growth and success of our academies. Your vision and leadership will be pivotal in creating a supportive environment where both staff and students can thrive.



Be part of a **growing** trust who has a people first culture

E-ACT is a trust that truly values its people. We are committed to creating a supportive and inclusive working environment where every team member can thrive. As one of our Secondary Education Directors, you will play a crucial role in fostering this culture, ensuring that our staff feel valued, supported, and empowered.



JOB DESCRIPTION

Purpose of the Role

The purpose of this role is to lead the delivery of exceptional education across a number of primary academies within the trust, ensuring exceptional pupil outcomes and whole academy improvement.

The role involves line managing a group of primary academy headteachers across E-ACT, holding them accountable for high standards in safeguarding, pupil wellbeing, and educational outcomes, while contributing to broader trust initiatives and strategic development.

Flexibility is key, as you'll adapt to shifting priorities and align your efforts with the most critical requirements across both the academies under your care and the broader Trust. As a national MAT you will need to be flexible. The role involves significant travel and overnight stays. We are looking for a leader who can bring further pace and ambition to E-ACT.

Reporting to the National Director of Primary Education, this post holder will be accountable for:

Strategic Leadership and Development

- Lead and deliver trust-wide projects through assurance boards (PAB, LAB, CAB) and other initiatives required to meet the needs of the trust, ensuring that strategic priorities are implemented effectively.
- Drive the development and implementation of Academy Improvement Plans (AIPs) and Self-Evaluation, ensuring that each plan accurately reflects the academy's strengths and areas for growth.
- Support the Education Directorate team and wider work of the trust by attending conferences, networks, events, and strategic planning days.
- Actively participate in E-ACT-led assurance and governance activities, including serving on an Interim Executive Board (IEB) when required, providing input on academy performance, scrutiny, and support.
- Collaborate with senior leaders to identify and respond to emerging challenges and opportunities across the trust, maintaining a forward-thinking approach to continuous improvement.
- Lead curriculum development across multiple academies, including primary and special academies, ensuring a cohesive and inclusive educational experience for all pupils.
- Contribute to national strategies for raising attainment and share best practices across the network to support academy improvement.

Leadership and Management

- Develop leadership capacity within headteachers and senior leaders, providing tailored support and fostering a culture of continuous improvement and high expectations.
- Line manage a group of headteachers, driving improvement in educational standards and ensuring the successful achievement of performance objectives.
- Challenge underperformance, setting clear expectations and supporting headteachers in implementing effective improvement strategies.
- Build and maintain a network of support among national colleagues, ensuring that linked academies receive timely and appropriate assistance in areas like safeguarding, SEND, and attendance.
- Hold headteachers to account over their marketing strategy, ensuring evaluation and accountability measures are in place for pupil numbers, attracting and retaining talent, and enhancing the overall academy perception and reputation.
- Collaborate with the Chief People Officer and HR Business Partner to support the implementation of the Trust's People Strategy, focusing on attracting, developing, and retaining high-quality staff across linked academies.

Quality of Education and Pupil Outcomes

- Oversee the delivery of high-quality education, using data and evidence to drive improvements in teaching and learning, and ensuring that all children achieve their potential.
- Monitor progress against key strategic priorities, aligning efforts with the trust's goals and addressing disparities in achievement.
- Support academies in improving educational standards, including preparing for external assessments and reviews, ensuring readiness for inspections.
- Work collaboratively with headteachers to ensure effective implementation of SEND provision and inclusion strategies, ensuring all pupils' needs are met.
- Support academies in improving attendance rates, implementing effective strategies to reduce absenteeism and ensure pupils are fully engaged in their learning.

Safeguarding and Compliance

- Be accountable for the safeguarding and wellbeing of all pupils within linked academies, ensuring a proactive and consistent approach to safeguarding policies and procedures.
- Ensure compliance with statutory requirements and trust policies, including accurate completion and monitoring of trust assurance work.
- Provide guidance to headteachers on safeguarding matters, ensuring that any concerns are addressed swiftly and appropriately.
- Promote a culture of safety and wellbeing within academies, adhering to best practices in safeguarding and behaviour management.

Finance

- Work in collaboration with the Finance Business Partner (FBP) and HR Business Partner (HRBP) to ensure balanced budgets and align financial and staffing strategies with educational priorities.
- Ensure effective budget planning and resource allocation in partnership with the FBP, providing oversight to maintain financial stability across all linked academies.
- Seek opportunities for additional funding to support educational initiatives and academy development.
- Lead on recruitment for key leadership roles within academies, ensuring that appointments align with budget constraints and the strategic needs of each academy.

Culture

- Responsible for the health and safety, security, and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity, and Inclusivity.
- Uphold and embody the trust's core values: Thinking Big, Doing the Right Thing, and Showing Team Spirit.
- Ensure that there is a safe and happy culture within your academies, adhering to exceptional safeguarding practice, pupil behaviour, and attendance.
- Regularly hold your headteachers to account to ensure that they and their teams are performing to the best of their ability, including having honest and sometimes difficult conversations, guided by doing the right thing.
- Foster a positive and inclusive culture within linked academies, ensuring a safe and respectful learning environment for all pupils and staff.
- E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.

Standard Operating Procedures

- Ensure that you adhere to the E-ACT Scheme of Delegated Authority.
- Manage all educational risks within your academies effectively, ensuring that all required mitigations are in place.
- Undertake any other duties appropriate to the grade of the post as requested by your line manager.
- E-ACT is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment.
- Be responsible for safeguarding within the academies and work with the operational teams to ensure that safer recruitment procedures are adhered to for every appointment. Education directors will be expected to complete safer recruitment training at least every two years.

PERSON SPECIFICATION

It won't come as a surprise that we are looking for candidates that show exceptional leadership, vision, and dedication to educational excellence in order to fulfil our mission and provide the best possible education for our students. For more detail please see the attached JD.

Experience

- Experience of being a high performing primary headteacher including leadership in challenging educational contexts.
- Experience of Trust wide leadership including working with external stakeholders, regulatory bodies and special schools.
- Proven successful mentoring/coaching of colleagues.
- Experience of Ofsted processes.
- Proven success in improving student outcomes.
- Experience working collaboratively with HR and finance partners at a multiple school level.

Knowledge

- Knowledge of current primary and special education legislation, Ofsted framework and best practice.
- Knowledge of curriculum development across multiple schools, including primary and special schools.
- Evidence of continues professional development.
- Knowledge of creative and research driven approaches to teaching and learning.

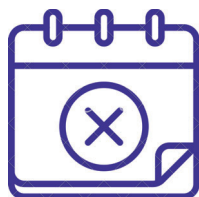
Skills

- Ability to support headteachers in delivering consistent high standards.
- In-depth knowledge of best practice in teaching and learning to support student achievement.
- Demonstrable expertise in safeguarding practices and supporting SEND provision at a multiple school level.
- Ability to plan, prepare and deliver curriculum relevant to the age and ability of the groups.

Personal Qualities

- A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the trust and school.
- Ability to work under pressure and adapt to changing circumstances and challenges.
- Ability to see the big picture as well as focus on what needs to be done.
- Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position.

How to *APPLY*



Closing Date

Friday 25 October 2024



Interview Date

30 October 2024

For a discussion about this post please contact:



Sian John



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Extra Information

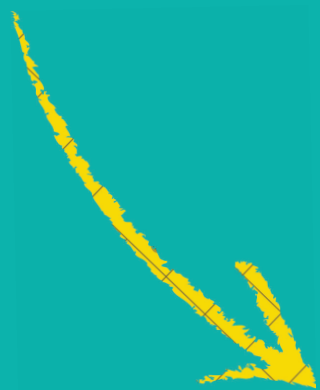
Please read the supporting documentation carefully before completing and returning our application and equal opportunities form.

E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and all appointments are subject to enhanced Disclosure & Barring Service (DBS) checks and satisfactory references.

E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Find your

THINK BIG



#WeAreEACT

Take a look at what
our colleagues post



E-ACT



@EducationEACT

E-ACT

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OPENING DOORS

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