



Secondary Education Director

JOB DESCRIPTION

Role Purpose:

The purpose of this role is to lead the delivery of outstanding education and school performance across a number of academies and work as part of a larger Trust team to deliver improvement at scale. You'll need to be a high performing, impact driven person with proven results in your field and senior experience within education, including having been a successful secondary headteacher. You will have an unrelenting focus on making sure that teaching and learning is outstanding within every classroom and an ability to identify need, source support and build capacity within your leadership responsibilities. 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.

Key Accountabilities:

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

- The educational outcomes within your link academies and wider Trust leadership responsibilities. Assisting with the implementation of national and local strategies for raising attainment.
- Effectively line and performance manage the headteachers you are responsible for, in every aspect of their work, ensuring that they successfully implement their performance objectives and maintain a central, unrelenting focus on the quality of teaching and learning and outcomes within each academy.
- Effectively and continuously identify and source a network of support from national colleagues (Safeguarding, SEND, Attendance etc), ensuring that the academies receive appropriate, agile support based on its needs at any one time. Where necessary facilitate external support where needed.
- Ensure all the academies you work with are 'inspection ready'.
- Providing effective governance through rolling assurance activities, the coordination and delivery of Trust reviews and other governance activities.
- Ensure all academies are statutory compliant.
- Overseeing the construction and delivery of Post Ofsted Action Plans (POAP), brokering additional support where necessary.
- Overseeing the educational recruitment requirements for your link academies, working closely with the National Director and Onboarding team to ensure a timely fulfilment.
- Ensure the recruitment process attracts the best talent for all roles, while maintaining a focus on retaining and developing existing talent.
- Ensure effective line management, performance management and leadership accountability systems operate successfully in all academies.
- Ensure headteachers are provided with the support they need from their Operational Business Partners, including finance, estates, marketing, IT and HR.
- Provide reports and updates to the Executive Leadership Team and Trustees as required.



- To quality assure and approve all key documentation, including Curriculum Led Financial Plan, Academy Self-Evaluation, Academy Improvement Plans, and Curriculum models, ensuring that they adhere to E-ACT's School Improvement Strategy.
- To ensure academies provide value for money, are financially efficient and budgets are balanced.
- To bring additional funding into the Trust by seeking opportunities to access additional funding streams.
- Attending and inputting into all Ofsted, LA and E-ACT led assurance and governance activity providing assurance regarding how academy performance is scrutinised, supported, and held to account.
- To lead on a Trust-wide initiative determined by the National Director of Education (Secondary)
- Leading and contributing to the PAB (Progress Assurance Board), CAB (Curriculum Assurance Board) and LAB (Learning Assurance Board) National Boards. Ensuring that attainment and progress targets are on track throughout the academic year and that school leaders are held to account for quality of education being provided within the academies.
- Support the Education Directorate team and wider work of the Trust by attending conferences, networks, events and strategic planning days.
- Hold headteachers to account over their marketing strategy ensuring evaluation and accountability measures are on place for pupil numbers, attracting and retaining talent and enhancing the overall school perception and reputation.
- Contribute to, and help to shape the national education landscape, building networks, engaging with organisations and seizing opportunities to promote the Trust and present on areas of interest and passion.
- Ensure all staff are provided with training opportunities relevant to their role and career stage.

Culture

- Partner with headteachers to implement the People Strategy, fostering a people-first culture that prioritises engagement, impact and learning and development.
- Ensure that you and all the teaching staff within the academies think big, do the right thing and develop and nurture a positive team spirit
- Work with the headteachers to ensure that all academies demonstrate both the Trusts and academies values and vision.
- Ensure that there is a safe and happy culture within your academies, adhering to outstanding safeguarding practice, pupil behaviour and attendance.
- Regularly hold your headteachers to account to ensure that they and their teams are being the best possible they possibly can be. This will include honest and sometimes hard conversations and will need to be guided by doing the right thing.
- 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

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.

Signed: **Date:**



PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve E-ACT• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further
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	<ul style="list-style-type: none"> • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams



KNOWLEDGE, EXPERIENCE & SKILLS

Requirement

E – Essential
D – Desirable

Assessed at

A – Application Stage
I – Interview Stage
P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Qualified teacher status or recognised equivalent	X		X	X	
	Degree in subject specialism or related subject	X		X	X	
	Additional relevant training in Safeguarding	X		X	X	X
	Evidence of continuous professional development	X		X	X	X
	NPQH completed		X	X		
	NPQEL completed		X	X		
	Knowledge of National Curriculum requirements	X		X	X	X
	Knowledge of a creative range of pedagogic approaches to delivering your subject	X		X	X	X
	Knowledge of and/or ability to use technology to support student learning	X		X	X	X
	Extensive knowledge of national and local strategies for raising educational standards	X		X	X	X
	Knowledge of current education legislation, Ofsted framework and best practice	X		X	X	X
Experience	Experience of being a high performing secondary headteacher	X		X	X	
	Experience of Trust wide leadership and/or inspection experience as an OI or HMI and/or experience of Executive headship		X	X	X	
	Proven successful mentoring/coaching of colleagues	X		X	X	X
	Experience in providing training and professional development to staff	X		X	X	X

	Experience of Ofsted processes	X		X	X	X
	Teaching experience with the age range	X		X	X	X
	Successful partnership with other schools, relevant services agencies and stakeholders		X	X	X	X
	Proven success in improving student outcomes	X		X	X	X
Skills	Ability to support Headteachers in delivering consistent high standards	X		X	X	X
	Ability to understand and ensure the academy is teaching and delivering the appropriate curriculum	X		X	X	X
	In-depth knowledge of best practice in teaching and learning to support student achievement	X		X	X	X
	An ability to lead, motivate, develop and inspire staff	X		X	X	X
	Strong leadership skills and ability to empower, motivate and create a positive working environment	X		X	X	X
	Personal resilience and an ability to cope with ambiguity uncertainty, pressure, and scrutiny from others	X		X	X	X
	An ability to analyse and interpret data to Inform planning, target setting and academy performance.	X		X	X	X
	Excellent communication and relationship building skills at all levels	X		X	X	X
	In-depth Knowledge of Educational Leadership and Management	X		X	X	X
	Ability to think and plan operationally and strategically	X		X	X	X
	An ability to analyse and interpret student data to inform planning and set challenging performance targets	X		X	X	X
	Ability to ensure the academy is assessing and recording the progress of students' learning and this is embedded	X		X	X	X



Personal Qualities	A commitment to getting the best outcomes for all pupils	X		X	X	X
	Ability to work under pressure and adapt to changing circumstances and challenges	X		X	X	X
	Commitment to maintaining confidentiality at all times	X		X	X	X
	A team orientated approach gaining input and team buy in	X		X	X	X
	Ability to think critically and creatively to overcome problems and find effective solutions	X		X	X	X
	Ability to see the big picture as well as focus on what needs to be done	X		X	X	X
	Commitment to safeguarding and equality, ensuring that personal beliefs are not expressed in ways that exploit the position	X		X	X	X