**JOB DESCRIPTION**

**DIRECTOR OF EDUCATION**

**RESPONSIBLE TO: Trustees**

**LINE MANAGEMENT OF: Principals**

**SALARY: D3 Points 1 – 7 - £53,276 - £64,389 per annum**

**CONTRACT: Part-Time & Term-Time Only**

**JOB PURPOSE**

To lead, develop and implement Avanti Foundation’s education vision in ensuring that all pupils reach their full potential and secure excellent outcomes regardless of their background. To provide leadership on all matters related to teaching and learning as well as curriculum development and planning. To be positive and forward-looking and challenge those that are reluctant to improve or change.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Trustees than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.

**KEY RESPONSIBILITIES**

* Develop a clear vision and understanding of how to implement and sustain high quality education.
* Ensure the vision and values of the Foundation are clearly articulated, shared, understood and acted upon by all you lead and manage.
* Demonstrate the vision and values in everyday work and practice leading by example.
* Motivate and work with others to create a shared culture and positive climate.
* Provide strategic leadership and management on the educational direction and support the Principals to deliver against set objectives to implement the educational vision.
* Set academic standards, curriculum and drive performance across the schools being accountable for their educational outcomes.
* Design and implement policies which relate to educational performance, curriculum, welfare and behaviour.
* Monitor and evaluate the progress of Pupil Premium, SEND and LAC pupils to ensure it is similar to that of all other pupils and ensure necessary interventions are implemented where required to achieve this.
* Make sure that performance information is used and monitored effectively to raise standards for all pupils.
* Ensure that each school has an effective improvement plan in place which delivers substantial and sustained improvements so that all pupils receive at least a good if not excellent quality of education.
* Develop a school improvement strategy which ensures that educational standards in the schools are monitored regularly, targeted support is put in place and the impact of these measure and are regularly evaluated.
* Lead on the sharing of best education/teaching and learning practice across schools.
* Implement and sustain effective systems for the management of the Principals, challenging and addressing underperformance robustly whilst ensuring that relevant support and training is provided.
* Provide mentoring, support and guidance to the Principals.
* In conjunction with the Trustees, allocate resources efficiently to achieve the best educational outcomes.
* Keep up to date with educational publications, the Ofsted inspection framework and share this information in the appropriate forum.

**GENERAL**

* Promote and safeguard the welfare of students you come into contact with.
* Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Be aware of and adhere to all of the foundations policies and procedures and comply with their contents; raising any concerns in a timely manner.
* Be aware of, support and ensure equality for all.
* Contribute to the overall ethos/work/aims of the Foundation.
* Attend and participate in relevant meetings as required.
* Perform any other such duties as the Trustees may from time to time determine.

**PERSON SPECIFICATION**

**DIRECTOR OF EDUCATION**

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post’s requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

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| **Experience/knowledge/qualifications** | **Essential** | **Desirable** |
| Qualified teacher status | X |  |
| Educated to degree level (or higher qualification) | X |  |
| Significant leadership experience at a senior level in education provision with a proven track record of achieving consistent improvement in this sector | X |  |
| A proven track record of successful, senior education leadership in more than one setting | X |  |
| Relevant experience in delivering effective innovations in curriculum  and pedagogy that have led to improvements to meet the diverse needs of all | X |  |
| A secure, deep and broad knowledge and understanding of current education issues gained in a suitably wide range of settings | X |  |
| An effective approach to managing people demonstrating an appropriate balance between empowerment, support and assertiveness | X |  |
| Substantial experience in holding others to account and swiftly respond to changing requirements | X |  |
| Excellent understanding of the Ofsted framework | X |  |
| An understanding of the key stakeholders in education and the operational and political context of each | X |  |
| An in depth understanding of the school improvement process and the ability to apply this in challenging circumstances | X |  |
| Understand what constitutes high quality educational provision, the  characteristics of highly effective schools and strategies of raising standards and achievement of all pupils | X |  |
| Experience in using assessment data to generate intervention work | X |  |
| Excellent knowledge of IT systems and fully proficient in the use of MS Word, Excel, PowerPoint, Outlook and e-mail | X |  |
| Accomplished at planning and time management, confident working within restricted timescales, well developed organisational skills | X |  |
| Experience in effective collaboration with external agencies | X |  |
| Experience in development of innovative behaviour management strategies and materials | X |  |
| Substantial commercial awareness and budget management skills as well as an understanding of the relationship between financial and  human resources and educational outcomes | X |  |
| Qualified Ofsted inspector and/or HMI experience |  | X |
| Experience in leading safeguarding |  | X |
| **Personal qualities and attitudes** | **Essential** | **Desirable** |
| Demonstrates a strong focus on pupils at all times | X |  |
| Ability to command confidence through being authoritative and influential as well as being a role model for the Foundations ethos and values | X |  |
| Demonstrate high expectations which inspire, enthuse, motivate and challenge colleagues to deliver outstanding education for all pupils | X |  |
| Ability to write in a confident, sophisticated, accurate manner, fit for a specific context and circumstances | X |  |
| Excellent communicator able to identify and use appropriate styles and methods, including digital channels, appropriate to the audience | X |  |
| Ability to analyse data, developing strategic plans, setting targets and monitoring/evaluating progress to lead school improvement | X |  |
| Ability to effectively implement safeguarding legislation and develop  a culture of safeguarding awareness, risk assessment and management | X |  |
| Ability to demonstrate resilience, whilst being responsive, open and honest about challenges | X |  |
| Ability to actively build constructive and open relationships with networks of colleagues, contacts and organisational partners | X |  |
| Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application | X |  |
| **Professional Development** | **Essential** | **Desirable** |
| Evidence of recent relevant further professional development | X |  |
| Recognition that life-long learning is an essential part of personal development | X |  |