

## **Director of Education**

Forward Education Trust, Central Office  
c/o Leycroft Academy, Leycroft Avenue, Birmingham

### **JOB DESCRIPTION**

<b>Job Title</b>	Director of Education
<b>Salary</b>	Leadership Scale L31 to L37 Full -time, full-year
<b>Contract Type</b>	Permanent

#### **JOB DESCRIPTION AND PURPOSE:**

The Director of Education in Forward Education Trust (FET) will collaborate with our schools, external educators, and stakeholders to drive excellence and align educational practices with our mission and strategic aims, through the inspirational strategic and professional leadership of school improvement across our Trust schools.

As a member of the Executive team, the Director of Education has executive responsibility for the school improvement in this Trust. The postholder will also be the Trust's Deputy Chief Executive Officer.

The Director of Education will be the strategic lead for ensuring that all our children receive the very best education possible. This strategic role involves drawing out and developing all that is best within our very different schools as we build a shared culture of excellence, managing the Trust's school improvement offer, overseeing curriculum development and developing an increasingly coherent staff training programme. Forward Education Trust's educational priorities are rooted in commitment to an inclusive, accessible education.

**REPORT TO:** Chief Executive Officer

#### **DUTIES AND RESPONSIBILITIES**

##### **Key responsibilities**

- To inspire and support our schools to identify, develop, share and implement best practice within the Trust and the sector, to create excellent environments in which to teach and learn.
- To implement school improvement strategies, through the engagement with Headteachers and leaders, ensuring success for all our schools.
- To lead on work with our schools and a range of external professionals and partners to establish and evidence FET's capacity for excellence in school improvement delivery.

- To work with the CEO to establish FET's reputation, in order to contribute to the growth of the Trust.
- To ensure we evaluate impact and create value for money models to deliver our ambitions and meet our key performance indicators.

### **Main Duties and Accountabilities**

- **Strategic Leadership:** Develop and implement a comprehensive educational strategy that aligns with the organisation's vision, strategic aims, and standards.
- **Curriculum Development:** Develop activities to share best practice across the Trust and work with external organisations to ensure we provide innovation and excellence to meet the needs to all pupils.
- **Staff Development:** In conjunction with the Director of Governance & Development collaboratively and effectively lead professional development programs for leaders, teachers and support staff, fostering a culture of continuous learning and improvement.
- **Pupil Achievement:** Ensure that schools effectively monitor and analyse pupil performance data to identify areas for improvement, implement intervention strategies, and promote best practices in teaching and learning across curricula and for the development of individual children and young people, so that they can take their place in society as an adult.
- **Policy Development:** Formulate and review educational policies and practices to ensure compliance with regulatory requirements and promote equity and inclusion.
- **Collaboration:** Work closely with school leaders, teachers, and community stakeholders to promote a cohesive educational experience and support pupil success.
- **Budget Management and value for money:** Assist in service development to ensure schools have access to services that demonstrate value for money and high quality, ensuring resources are allocated effectively to support teaching and learning initiatives.
- **Research and Innovation:** Stay informed about current educational trends, research, and best practices, and incorporate innovative approaches to enhance the learning experience.
- **Community Engagement:** Accountable for the existence of strong relationships with families and community organisations, built by each school with support, to promote student engagement and support services.
- **Safeguarding:** Be the Trust Designated Safeguarding Lead (Trust DSL), effectively supporting the Trust Safeguarding Lead, Headteachers, DSLs and DDSLs. Oversee and be responsible for the Trust approach to Keeping Children Safe in Education (KCSiE), so that the CEO can fulfil their accountability and ultimately that the Board of trustees can fulfil their accountabilities. Build an effective relationship with the Trustee responsible for safeguarding.
- **Behaviours:** Abide by the Nolan Principles, be a living example of the Trust's Behaviours and adopt a leadership style which promotes adherence to Headteacher and Teacher standards and other widely accepted standards for staff working with children. Comply with the Staff Code of Conduct.

### **Other Responsibilities within the context of the job role**

- Lead and support the **induction and training** of new Headteachers and support their appointment in conjunction with the CEO and Trustees. Support Headteachers so that they reach their potential and build effective Senior Leadership Teams
- Provide **leadership** to governors, Headteachers and teachers on raising standards of achievement and improving the quality of teaching, and leadership in schools.

- Provide advice and deliver challenge on a range of **school improvement activities** and issues that often require high-level problem-solving skills and innovative, creative solutions.
- Lead and oversee the development of, and support for, **pedagogical research** relevant to the needs of our children and young people.
- In conjunction with the Director of Governance & Development, collaboratively **contribute to the Trust's data and quality assurance activities** to ensure that FET schools have live, accurate and forensic data on performance for all children, bespoke and specific to their needs.
- Strategically **plan and manage the delivery of the school improvement offer** to FET schools, including the work involving external consultants and education advisers, as well as utilising effectively the capacity within our Trust.
- Take responsibility, with the Chief Executive, for ensuring that preparation for and follow up to all **Ofsted inspections** are thorough, robust and lead to the very best possible outcomes.
- Lead on all arrangements to support the work on education of the **Board of Trustees** – in particular liaising with the Chair of the Education Committee to set the agenda and distributing papers prior to the meeting to the chair of the committee and CEO for their input before wider distribution to board meetings.
- Develop and implement **effective reporting** on school performance to the Chief Executive and the Board of Trustees.
- In conjunction with the Director of Governance & Development, **support and develop the talent** of FET school staff and ensure the high-quality leadership of FET schools
- Develop **new partnerships and relationships** that will benefit FET schools and nurture existing partnerships.
- Be an active and **effective contributor** to the FET Central Team.
- Provide **strategic advice, and professional expertise** and insight into the Trust's growth possibilities, including involvement in the due diligence process for new schools.
- Demonstrate understanding of the **financial, legal and political context** of FET and its partners.
- Contribute to **policy updates** and newsletters to Headteachers and Trustees ensuring that they are current, informative, and enhance our shared values and identity
- Have overall management of the **school improvement budget**, with oversight by the CEO.
- **Support and challenge** school leaders to improve pupil and staff performance.
- Support schools to implement **an exciting, stimulating and challenging** curriculum for all pupils that effectively meets their needs.
- Ensure that **challenging** school targets are set and met.

### Responsibilities across Forward Education Trust

- Demonstrate commitment to safeguarding and promoting the welfare of children, young people, and vulnerable adults.
- Carry out your duties with full regard to the Trust's published employment policies.
- Comply with health and safety policies, organisational statements, and procedures, undertake to report any incidents/accidents/hazards and to take a proactive approach to health and safety matters in order to protect both yourself and others.
- Contribute to the overall aims and ethos of the Trust and establish constructive relationships with the Trust's schools.
- Always promote the Trust's co-operative ethical values.
- Any other duties as commensurate with the post.

- Exhibit a commitment to your own professional development, including a commitment to high standards of professional development for others.

## **ANNUAL LEAVE**

While this contract will be subject to School Teacher Pay & Conditions (STPCD), in view of the seniority of the post, it is expected that the postholder will agree with the CEO a formal programme of work during school closure periods that equates to 15 additional days, over and above the 195 school days. A flexible approach will be deployed as some of this work might be around professional or personal development, or involvement in undertaking research to contribute to the development of the role.

## **REVIEW AND AMENDMENT**

This job description is normally subject to annual review. It may be amended at the request of the CEO or the post holder but only after full consultation with the post holder.

This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

## **An additional note**

Forward Education Trust is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening including checks with past employers, online checks and the Disclosure and Barring Service.

Forward Education Trust is committed to equal opportunities in employment.

**PERSON SPECIFICATION**

**JOB TITLE - Director of Education, Forward Education Trust**

Criteria	Essential  how assessed? App (Application), Int (Interview), Ass (Assessment or Task)
Education, qualification and professional development	<ul style="list-style-type: none"> <li>• Educational Leadership, or a related field. (App)</li> <li>• Qualified teacher status (App)</li> <li>• Recent participation in a range of professional learning or training (App)</li> </ul>
Experience, professional skills and knowledge	<ul style="list-style-type: none"> <li>• At least 5 years of leadership experience in an educational setting, either mainstream or SEND (e.g., school principal/headteacher). (App)</li> <li>• Proven track record of improving educational outcomes and student performance. (App)</li> <li>• Extensive experience of using assessment data and other qualitative information to analyse and inform decision-making. (App, Ass)</li> <li>• Experience of and proven track record of effective implementation of school improvement at scale. (App, Int, Ass)</li> <li>• Experience of working with children and/or young adults with SEND with evidence of a clear understanding of the differences in the way that young people learn. (App, Int, Ass)</li> <li>• Experience with budget management and resource allocation in an educational context. (App, Ass)</li> <li>• Strong negotiation, influencing &amp; persuasion skills and conflict resolution skills. (App, Int, Ass)</li> <li>• Experience of leading, managing and motivating teams of people, building effective relationships at all levels within an organisation and across organisations, displaying people management skills such as leadership, vision, communication, motivation, constructive challenge and delegation. (App, Int, Ass)</li> <li>• Experience in curriculum development and implementation. (App, Int, Ass)</li> <li>• A deep understanding of what represents quality in education in SEND, within the context of Ofsted frameworks. (App, Int, Ass)</li> <li>• Strong leadership and management skills, with the ability to inspire and motivate staff. (App, Int, Ass)</li> <li>• Excellent communication and interpersonal skills, capable of engaging diverse stakeholders. (App, Int, Ass)</li> <li>• Strategic thinking and planning abilities, with a focus on achieving long-term educational goals. (App, Int, Ass)</li> <li>• In-depth knowledge of current educational policies, regulations, and best practices. (App, Int, Ass)</li> <li>• Understanding of curriculum standards and assessment methods. (App, Int, Ass)</li> <li>• Familiarity with community engagement strategies and partnerships. (App, Int, Ass)</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness of issues related to equity, diversity, and inclusion in education. (App, Int, Ass)</li> <li>• Be able to evidence in-depth knowledge and understanding of EHCP processes and the importance of legal compliance. (App, Int, Ass)</li> <li>• Demonstrate high levels of personal organisation, with excellent time management and demonstrate high levels of emotional resilience and emotional intelligence. (Ass)</li> <li>• Show compassion and empathy in dealing with people and issues, acting calmly under pressure. (Int, Ass)</li> </ul>
<p>Personal qualities and attributes</p>	<ul style="list-style-type: none"> <li>• Visionary leader with a passion for education and student success. (App)</li> <li>• Collaborative approach to leadership, fostering a team-oriented culture. (App, Int, Ass)</li> <li>• Innovative mindset, open to new ideas and approaches in education. (App, Int, Ass)</li> <li>• High levels of integrity and professionalism. (App, Int)</li> <li>• Adaptability and resilience in a dynamic educational environment. (App, Int)</li> <li>• Commitment to lifelong learning and professional development. (App, Int)</li> <li>• Display appropriate coping strategies, including sense of proportion and a sense of humour. Evidence an ability to support colleagues effectively in relation to the demands of their role. (App, Int, Ass)</li> <li>• Demonstrate dynamic leadership styles and management approaches according to context. (Int, Ass)</li> </ul>