**Job Description**

Post: Director of Secondary Education

Responsible to: Executive Education Director

Responsible for: Secondary academies

Salary: Competitive and commensurate with the skills and experience of the successful applicant

Key relationships: LCT, CEO, COO, Directors and Assistant Directors within the Education team, Directors with the Central Services team, Principals, Chairs of Governing Bodies

Location: LCT Central Office (Telford), with expenses-paid travel to secondary academies and some hybrid working options to suit the needs of the role

Working pattern: STPCD Leadership terms

Disclosure level: Enhanced

**Job Purpose**

The Director will be a member of the Education Team and the Executive Team.

* To be responsible for the educational outcomes and standards of the secondary academies
* To line manage the Principals in the secondary academies
* To act as an Executive Principal for a temporary and fixed period in one or two secondary academies when required, with subsequent re-balancing of other responsibilities
* To have financial oversight of secondary academy budgets to ensure financial sustainability
* To actively promote the LCT ethos in each secondary academy, including supporting this in the on-boarding of new academies
* To ensure the Trust strategy is delivered in each secondary academy
* To lead within the Education Team on one specific area, to be agreed according to the interests and skills of the postholder and reviewed annually e.g. Ethos, Diversity, Inclusion, Community etc

Specific responsibilities

**Strategic leadership and direction**

* To provide strategic direction and leadership to the secondary academies
* To act in an Executive Principal capacity when required to support an academy in particularly challenging circumstances which could include a need for rapid pace of progress, or support for a new leader in an academy which is not yet Good
* To develop and secure the LCT ethos and vision in each academy
* To support on the promotion of the Trust, including the support for future growth and on-boarding of new academies
* To be accountable for standard and performance in the secondary academes
* To review and challenge the academy performance with Principals
* To monitor Safeguarding in the academies to ensure that it is effective
* To contribute as part of the Executive Team to the development of Trust polices and school improvement planning and structures
* To ensure the quality of teaching and learning in each academy is effective by monitoring the internal quality assurance process, by triangulating quality personally, and by taking part in the Trust review process
* To work with Principals to ensure their evaluation and development planning as accurate and fit for purpose
* To support Ofsted inspections taking place within the academies
* To ensure the academies are compliant with national requirements and Trust policies
* To be the key contact for significant concerns and escalations
* To ensure the academy is compliant with the Scheme of Delegation
* To maintain an outward-facing focus with regard to research and national trends in education and policy
* To contribute to the Trust CPD strategy and deliver on programmes and courses, both internal and external
* To attend Governing Body meetings where appropriate for those academies requiring this support under the LCT School Improvement Framework

**Quality of Education**

* To contribute to the strategic direction for teaching and learning across the Trust
* To promote sharing of best practice and school-to-school support within the secondary academies
* To support and challenge Principals in the interpretation of data to raise standards via robust target setting and strategic interventions
* To support and challenge Principals to secure high standards of teaching, learning, achievement and behaviour in the academies
* To ensure vulnerable groups are appropriately supported and strategies to reduce and remove barriers to learning are suitably deployed
* To support and challenge the academies to ensure that they have strong relationships with parents/carers to help all students achieve their potential and have a happy and fulfilling school experience
* To report into the Trust Standards Committee around progress and performance of the academies and Safeguarding in the academies
* To support the work of the Education Team and the Executive Team in providing externally commissioned support to schools outside the Trust

**Principals’ Line Management**

* To perform Principal’s Appraisal with the Chair of Governors in accordance with LCT policy and ethos
* To ensure Principals are leading within the LCT ethos and vision
* To be involved in recruitment of the senior leadership team in academies
* To support the Principals in working with the Finance Team to develop appropriate staffing models to meet the needs of the academy and provide value for money, and to continue to support them in maintaining academy finances by attending budget review meetings and
* providing advice and guidance

**Safeguarding and Compliance**

* To monitor the implementation of the Trust’s safeguarding training, policies and procedures
* To provide guidance and support to Principals to ensure they can deal with concerns appropriately, especially where those concerns merit Trust escalation
* To escalate to the Trust DSL and CEO where necessary
* To act as a deputy Trust DSL
* To act as an investigating officer when needed in relation to HR, disciplinary, Safeguarding or complaint investigations

**Person Specification**

We are looking for an experienced Principal or System Leader with a track record of success in their own school or schools they have supported. We need a team player who enjoys both building and working in teams, and has a commitment to doing so to deliver a truly excellent and enjoyable educational experience for all our students. We also need an individual who understands that schools do not exist in a vacuum and that the role of the community is symbiotic with that of our academies.

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|  | Essential | Desirable |
| Qualifications | General education to degree level (or equivalent). Professional teaching qualification.  Evidence of recent and relevant professional development. Right to work in the UK. | NPQH |
| Experience | Experience as Principal of a secondary school.  Experience of school support as SLE, NLE or equivalent system leader within a Trust.  Experience as Principal of leading a school that is Good or Outstanding  Working with a range of external stakeholders | Principal in more than one secondary school.  Experience of successfully working as a senior leader or Principal in secondary schools that are RI/Inadequate, and in raising standards.  Experience as a senior leader in secondary schools in challenging circumstances  Experience of working in or with a medium-large Trust |
| Knowledge and skills | Demonstrable ability of how to build a successful team  A thorough understanding of how to raise standards in schools, backed up by experience  An understanding of how to work with a range of external stakeholders  Financial management and budget oversight  An understanding of how to use data to inform strategic planning and drive school improvement  Detailed knowledge of the Ofsted inspection framework and its application  Sound curriculum knowledge  Good HR awareness | Demonstrable ability to build a successful leadership team with integrated succession planning  Budget oversight within a MAT model  Inspection training  Understanding of how to work effectively with trade unions |
| Attributes | An ability to remain calm under pressure  An ability to be a reassuring presence to others in a crisis or escalation situation  An ability to work within an authentic leadership model  A personal commitment to inclusion in all forms  A personal commitment to support equality and diversity within the organisation  An understanding of the role of community and its importance to schools  A belief that students should enjoy their education and a commitment to making this happen as a system leader  An unwavering commitment to keeping our students safe | An ability to perform different roles within a team as needed |