

# JOB DESCRIPTION

## Director Of Schools

<b>Job Title:</b>	Director Of Schools
<b>Field of Practice:</b>	Transformative Leadership and Management (Field 7)
<b>Reporting to:</b>	Co Chief Executive Officer
<b>Direct Reports</b>	Deputy Director of Schools and Provision Leads
<b>Vision:</b>	That each individual has the potential to shape their own future through experiencing meaningful relationships with universe, earth and people.
<b>Values:</b>	<ul style="list-style-type: none"> <li>• Inclusive learning and living activities that integrate practical activity, thinking and our emotions.</li> <li>• Mutual respect: we strive to understand all people's differences and uniqueness.</li> <li>• The capacity for re-imagination present in all people, towards positive change and development.</li> <li>• Openness, goodwill, tolerance and treating individuals with dignity and respect.</li> </ul>
<b>Purpose of Role:</b>	<ol style="list-style-type: none"> <li>1. To oversee and drive the cohesive development of each RMT garden school within the vision, method and purpose of RMT</li> <li>2. Through RMT's method of PSTE and its 7 Fields of Practice, to ensure the high-quality delivery of education and care services for pupils and young people attending each of RMT's schools and Sunfield Children's Home.</li> <li>3. To lead with purpose, embracing the Trust's Vision and charitable objectives, embodying RMT's Values, role-modelling and championing PSTE and shaping the culture of RMT's schools through the 7 Fields of Practice.</li> <li>4. To work collaboratively across the Trust and with external agencies to deliver the best possible education and care for the children and young people within the schools.</li> <li>5. To contribute and lead the business development of schools.</li> </ol>
<b>Specific Responsibilities:</b>	<p><b>High Quality Delivery of Education and Care</b></p> <ul style="list-style-type: none"> <li>• You will oversee all education and care provision at each RMT School to drive up standards of student progress, attainment and achievement and lead improvement in teaching and learning within RMT's PSTE schools' curricula, ensuring it meets the required standards within the Ofsted framework and Independent School Standards.</li> <li>• To lead and be responsible for the implementation of a continual improvement strategy for schools, robust self-evaluation and quality assurance procedures.</li> </ul>

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- To line manage every RMT provision lead.
- To monitor and evaluate the education and care provision at each RMT school and build capacity to improve through mentoring, coaching, professional development and performance management as appropriate.
- Analyse and use school performance data to assess / address underperformance
- To ensure availability of staff training data for monitoring the attendance and impact of training within the provisions. To ensure schools are compliant against ISS, Ofsted, H&S and KCSIE and that training in the method and purpose of the Trust is a strength in each provision, leading to improved outcomes for students.
- Identify best practice and ensure that this is shared and embedded across all RMT schools and the wider Trust, where appropriate. The Trust's curriculum is the braiding together of PSTE, National Curriculum and the insight of Steiner's theory of human development.
- Oversee regular 'placements at risk' meetings, bringing together the necessary expertise from practitioners and senior managers in order to implement all appropriate pedagogical interventions to improve pupil outcomes and escalate queries to the RMT Trustees Sub-Committee for PSTE where necessary.
- Be responsible reporting against the delivery of education and care services across RMT schools on behalf of the Executive Team to the Boards of Trustees.
- To work with the provision leaders and data team to provide the data of each school for all Trustees' reports, including the Annual Report, identifying trends and evidence to demonstrate the impact of PSTE.
- To provide professional and technical advice to each RMT school on all aspects of the Independent Schools Standards and the Ofsted Framework for Inspection, including leadership and management and curriculum provision.
- Where critical intervention may be required at a particular school, to undertake periods of intensive focus and support to drive improvement.
- Ensure cohesion between the schools and children's home, facilitating and developing the PSTE 24 hour curriculum, and the Seven Care Qualities, this includes the understanding and adherence to the Trust's Food and Nutrition Policy.
- To be responsible for and forge effective working relationships with the provision leaders, Boards of Trustees/Directors, other Trust senior managers, local authorities and other agencies to achieve positive outcomes for education.
- To work with parents to ensure outcomes for children and young people continue to improve.
- Working closely with the RMT Civil Service to ensure that all schools comply with all legal obligations in relation to safeguarding, health and safety, data protection and oversee that all complaints are handled in accordance with RMT's complaints procedure, and that the method of the Trust is braided within the Civil Service.
- To ensure that the Trust policies are known, understood and embedded within practice. That policies reflect local and national updates and reflect the vision, method and purpose of RMT.
- Ensure that the achievements of RMT's schools and its pupils are recognised and celebrated, through Trust wide festivals and social events throughout the year.

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### **Role modelling, championing and implementing PSTE**

- To provide dynamic and motivational leadership, serving as a role model of the Trust's vision, charitable objectives and method, ensuring the each Field of Practice of PSTE is performed as a role-modelling capacity.
- To shape the culture of the Trust by being responsible for the successful implementation and delivery of PSTE in all schools so that it is intrinsic and permeates all aspects of a school's operation.
- To work, on a regular basis, with the RMT Trustees Sub-Committee for PSTE raising concerns where necessary, about any areas of curriculum development and/or operational activity that impede the delivery of PSTE.
- To undertake a review of cross-schools/Trust administrative protocols which may be considered not fit for the purpose.
- To undertake all available training opportunities to support your understanding of the Trust's method, including biodynamic farming practices, Goethean Science and Rudolf Steiner's theory of human development.
- Ensure all Trust policies and procedures are followed and adhered to by each school, in particular those that directly support the implementation of PSTE and contribute to the review of any Trust policies that may impede the delivery of PSTE.
- Collaborate closely with the Director of PSTE to hold the provision leaders to account against RMT's educational method, ensuring that the 7 Fields standards are being met and that each provision leader is knowledgeable and delivers PSTE.
- To be able to demonstrate how the Independent Schools Standards and the Ofsted Framework for Inspection relate to the 7 Fields of Practice and be able to demonstrate the impact of PSTE.
- Reference operational decision-making through the Director of PSTE to ensure that all decisions are aligned to the Trust's method and charitable objects.
- Role modelling and leadership of the Trust's aesthetics policy, working within the seven care qualities.
- Role Modelling and Leadership of the Trust's Food and Nutrition Policy.
- Work to ensure that qualifications delivered by the schools are embedded with PSTE content.
- Engage regularly with the Ruskin Mill Land Trust's Hiram Education and Research Team (HEaRT) and employ strategies to improve staff training and performance at each school.
- Work in close collaboration with the Director of PSTE, the Trust Head of Training & Development, Ruskin Mill Land Trust, the Field Centre and its research students to ensure that the Trust is a research-led, learning organisation and distil research findings, apply recommendations and disseminate knowledge into every RMT school.
- Directly contribute towards building an evidence base for the RMT method and the longer-term goal of Ruskin Mill Land Trust being awarded Taught Degree Awarding Powers for PSTE itself.

### **Leadership**

- You will contribute to the leadership of the Trust by being a member of the Executive Team and will ensure that all new developments, projects and policies are collectively approved by that Executive Team (on completion of induction and probation period).

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- To act as a high profile spokesperson and professional ambassador for RMT, maintaining and developing effective links with the specialist schools sector, wider education sector, the local community, external academic institutions, employers, professional bodies, local authorities and appropriate government departments and agencies. In doing so, you will build and nurture relationships to secure the commitment of local authorities, parents and the wider community to the educational vision of RMT.
- Participate in Trust-wide activities in order to understand the local, national and whole-Trust context and provide a trust-wide advisory and leadership role.
- Responsible for delivering the budget set for each school's financial outcomes.
  - To oversee the admissions process and pipeline of each school to ensure that the target pupil number / fee income at each school is met annually.
  - To work each year with the Executive Chair, Chief Financial Officer and provision leaders on formulating schools' operating budgets and provision plans.
  - To meet with the Trust Head of Finance monthly to ensure the regular monitoring of the schools' operating budgets and oversight of resources.
  - To hold the provision leaders to account against their school's budget.
  - To work within all agreed finance protocols and hold schools to account for the timely delivery of all financial information.
- Responsible for the strategic management of all staffing and human resource (HR) requirements across RMT's schools.
  - In conjunction with HR, work with the provision leaders to recruit and retain staff of the highest quality, streamlining the allocation of resources across all RMT schools where possible.
  - To bring all requests to recruit new staff to the Executive Team.
  - To ensure that each school applies and follows all RMT policies and procedures relating to HR.
  - To oversee the satisfactory resolution of any employee relations issue.
  - To ensure that each provision leaders has in place, for all staff, clearly defined responsibilities and accountabilities.
  - To oversee and carry out checks to ensure that all staff have the following: right to work checks carried out; employment contracts in place, up to date job descriptions, regular supervision and de-briefs (as may be necessary) and PDRs actioned annually.
- To provide professional advice and guidance to the Executive Team and Trustees on the impact of government policy which affects the RMT schools.
- Develop strong, positive relationships with colleagues in the Trust and contribute to collaborative working across the provisions.
- Where required, to provide Trust-wide leadership in a number of specialist areas and/or have overall responsibility for one or more of the Trust's central services e.g. HR, safeguarding, health & safety, admissions etc. advising and reporting to the Executive Team accordingly.
- To be responsible for all high-profile events hosted at any RMT school.

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### General Responsibilities:

- Share the Trust's commitment for promoting and safeguarding the welfare of children, young people, students and vulnerable adults.
- Be responsible for promoting and safeguarding the welfare of students, children, young people and vulnerable adults that you come into contact with.
- Carry out all duties in accordance with the Trust's Health and Safety Policy.
- Actively support and promote equality and diversity throughout the Trust.
- Comply with all the policies and procedures of the Trust.
- Carry out duties at all of the Trust's premises, some of which are located a distance from the main site for the school/provision where you are based and at such other places as the Trust may reasonably require.
- Travel on a regular basis between the Trust's schools and other sites and to and from other places as the Trust may reasonably require, including overnight stays where necessary.
- From time to time, to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
- Undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

*This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. It does not form part of the contract of employment.*

*Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.*