



Director of Education Candidate Pack

Location: Midlands • **Start Date:** September 2024

We encourage and support everyone in our learning community to be the best they can be. ***It Matters.***

Welcome

Dear Applicant,

Thank you for your interest in the role of Director of Education at Endeavour Multi-Academy Trust. We are delighted you've decided to take this opportunity to find out more about the remarkable and unique community of schools that form the Endeavour MAT.

The Trust currently operates four special schools: Two Rivers High and Primary schools (including a nursery) on two sites in Tamworth; Cherry Trees School (primary) in Wombourne; and nearby Wightwick Hall School (secondary) in the leafy outskirts of Wolverhampton.

Since our Trust was established in 2017, all the stakeholders have worked tirelessly to encourage and support everyone in our learning community to be the best they can be: staff, trustees, local governors and, of course, our wonderful pupils. We are incredibly proud of what our Trust and our schools have achieved and are excited about recruiting a Director of Education to lead the next phase of our growth and development.

We are looking to recruit an individual who will continue to bring our Trust vision to life, ensuring our learners are at the heart of our ethically-driven decisions. They need to ensure that everyone in our learning community benefits from connections with each other, with other schools and with organisations associated with our broader educational remit.

Relationships with the Local Authorities and the Regional Schools Director are good and we are looking for someone who will have strong credibility with the LAs, DfE and RSD, an individual capable of building on these relationships for the betterment of the Trust and its member schools. Strong interpersonal and effective communication skills are an imperative.

As a prospective applicant for this incredible role, we want to highlight some of the exceptional opportunities our next Director of Education will have. For example, the chance to:

- Strengthen the golden threads that hold our Trust schools together.
- Proactively lead all stakeholders in realising our Trust's strategic plan.
- Identify and exploit opportunities both nationally and regionally to help on the Trust's continuous journey of improvement and ensure lifelong success for all our learners.
- Employ ethical principles in all that you do.
- Celebrate the positive impact on learners, staff, and the community at every stage of development.

Of course, we will also need our new Director of Education to ensure that our existing pupils continue to experience a fulfilling and enjoyable learning adventure at our Trust schools.

Every young person deserves access to the very best leaders and teachers and we are fully committed in our quest to appoint an exceptional leader. We are highly motivated by the opportunities ahead of us, realistic about the challenges we face and ready to support our Director of Education in their new role.

I sincerely hope that your initial interest will be converted into a formal application. To support this our website expands on the Trust's visions and values.

If you have any queries or would like to discuss any aspect of the role, please contact **Ross Laird** at **Academicis** on **07901 585959** or via email at **rlaird@academicis.co.uk**

Yours faithfully,

Heather Phillips
Chief Executive Officer

www.endeavourmat.co.uk



Our Schools



Two Rivers Primary School

NOR: 128/Staff Headcount: 83

Website: www.tworiversschool.net/primaryschool

Budget: £3.1m

Here at Two Rivers Primary School, we are proud to offer a specialist teaching provision, that will enable all our pupils to lead fulfilling lives and be as independent as possible - through developing their strengths and working on creating a 'can do' attitude to life and learning.



Two Rivers High School

NOR: 254/Staff headcount: 118

Website: www.tworiversschool.net/highschool

Budget: £4.6m

Two Rivers School is a generic co-educational special school for pupils with an Education Health and Care Plan (EHCP). The High School caters for students aged between 11 and 19 years of age.



Cherry Trees School

NOR: 50/Staff Headcount: 36

Website: www.cherrytreesschool.co.uk

Budget: £1.5m

We provide education for children aged 2-11 years with a range of special needs including autism, challenging needs, learning disabilities and those whose needs cannot be met in a mainstream school.



Wightwick Hall School

NOR: 137/Staff Headcount: 54

Website: www.wightwickhall.staffs.sch.uk

Budget: £2.3m

Our school community is built on respect and good manners. We offer our pupils a varied and engaging curriculum which is provided by a dedicated team of enthusiastic and hardworking staff.

We are committed to the values and ethos that the Business and Enterprise Education brought to the school and Employability and Life Skills remain central to our core purpose.

While we are currently a Trust made up of four special schools, we are not a special school Trust and there are plans for a number of mainstream schools to join us in the near future

Job Description

Job Title: Director of Education

Responsible to: Chief Executive Officer (CEO)

Key Relationships: CEO, Chief Financial and Operating Officer (CFOO), Headteachers, DfE Regional Directors and Ofsted

Salary: Circa 85k, with TPS

Accountability: The postholder is accountable to the CEO, operating with their authority and will work closely with the CFOO and Headteachers across the Trust

Location: Trust Role - Regional/National travel is required

Purpose/Overall Objectives

Job Purpose

The Director of Education is accountable to the CEO and acts with the authority to deliver school improvement across all Endeavour Multi Academy Trust academies. The role will jointly deputise for the CEO and act as an ambassador for the organisation. The role will work closely with the CEO, specifically;

- To champion and promote the mission and purpose of the wider Endeavour Multi Academy Trust and its academies.
- To create a sense of belonging to the Endeavour Multi Academy Trust family of academies and the wider Trust.
- To deputise for, advise, serve and assist the CEO leading Secondary, Primary and Special Education throughout the Trust.
- To be responsible and accountable for the planning and delivery of the strategy for all through education across all Endeavour Multi Academy Trust academies to ensure there is continuity and progression across all key stages and phases of education, working closely with the CEO to ensure this is consistently planned and implemented.
- To direct, advise, guide and support Headteachers with the delegated responsibilities as set out in the

Scheme of Delegation; ensuring that they are aligned to the organisation's vision and ethos and have effective consistent strategies in place for securing rapid and sustained educational progress, assuring the board with effective reporting and evidence of improvement, statutory compliance and gaining organisational alignment in Endeavour Multi Academy Trust's approaches.

- To play the lead role in the Central Team, working with the CFOO and Headteachers to ensure that the Endeavour Multi Academy Trust academies service offer is fit for purpose and focussed on enabling education.
- To lead and manage major risks and escalation from academies.
- To lead key national initiatives as directed by the CEO.

Main Duties and Responsibilities

Specific Responsibilities

CHAMPIONING THE VISION OF ENDEAVOUR MULTI ACADEMY TRUST

- To be a champion of the vision of Endeavour Multi Academy Trust.
- To direct, advise, guide and support Headteachers with the authority of the CEO in promoting the role of each academy in community transformation.

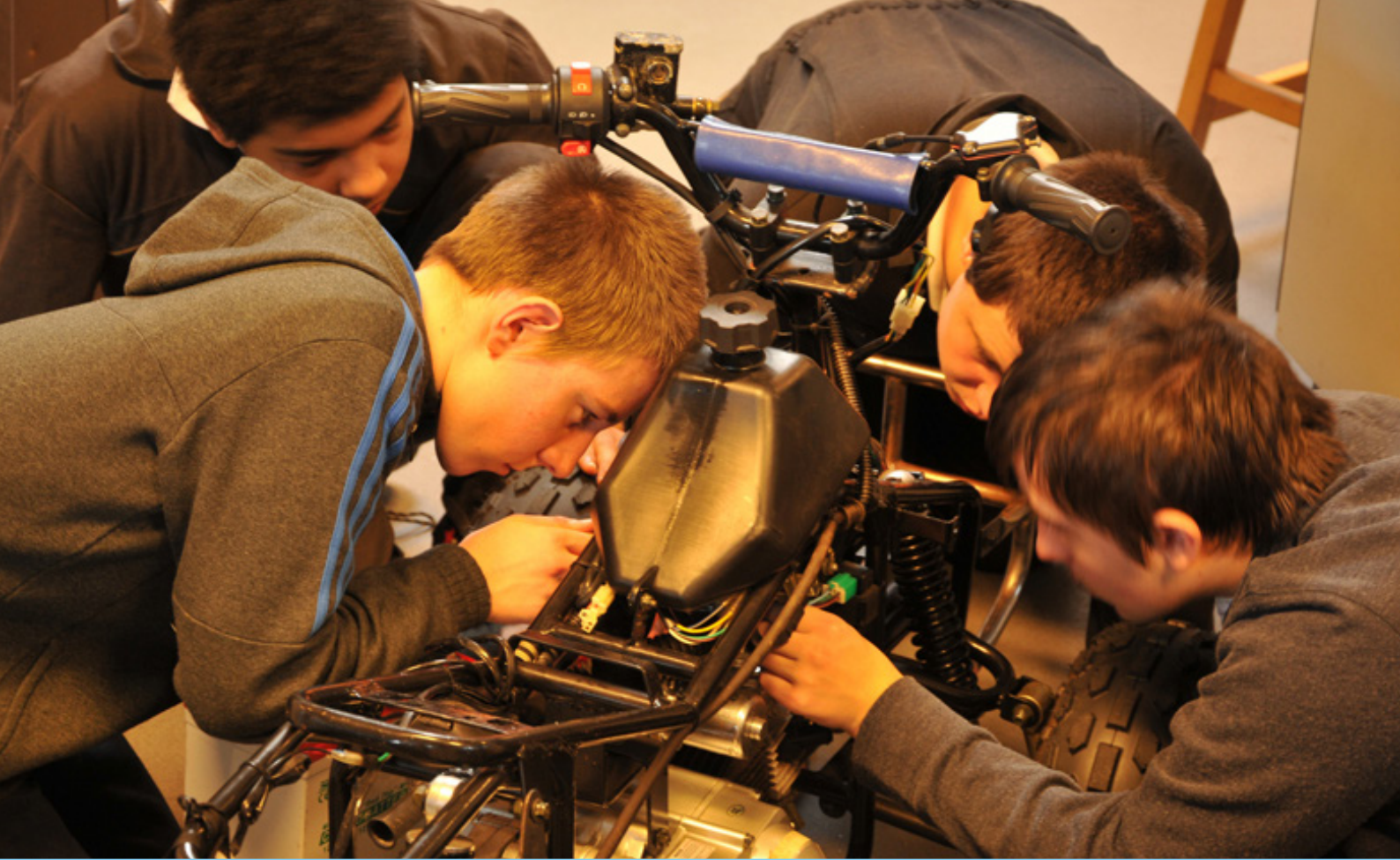
Job Description *continued*

- To work with the CEO for community partnerships in order to ensure integration of Endeavour Multi Academy Trust work at all levels.
- To attend key events in the life of Endeavour Multi Academy Trust and its academies as the Trust representative to include Local Governing Board meetings, which can be attended virtually if required.
- To directly support the CEO in the Trust working as a systems leader with the DfE.
- To attend MAT Leadership Team meetings/Standards Committee/Exec Board/Full Board of Trustee meetings.
- To take on other agreed national responsibilities as directed by the CEO and values across the Trust and its academies.

ACADEMY IMPROVEMENT

- To direct, advise, guide and support the Headteachers and School Improvement Teams with the authority of the CEO in all aspects of academy improvement.
 - To be directly involved in strategic and tactical issues providing capacity and support for the CEO.
 - To support the promotion of the new Endeavour Multi Academy Trust academies in the Trust and oversee their development with the CEO and CFOO.
 - To be responsible for, launch, implement and roll out academy improvement systems.
 - To liaise with DfE Regional Directors and the local authorities across the Trust and assist the CEO to develop all strategic partnerships that will further support the work and effectiveness of the academies.
- To ensure appropriate presentation and reporting to the CEO and the Trust Board on the progress of key accountabilities, particularly in terms of pupil outcomes and staff development.
 - To work in partnership with the Headteachers in driving forward performance, standards achieved and quality of education in Endeavour Multi Academy Trust's academies.
 - To take responsibility for undertaking reviews of SIPs and SEFs and producing action plans leading to sustained improvements.
 - To work alongside the Headteachers in analysing a range of regional and academy level data. To support Headteachers and School Improvement Teams in the interpretation and use of data in order to raise standards.
 - To ensure that the necessary actions needed to bring about improvement are implemented quickly and effectively and to ensure that such actions have the required impact.
 - To work with the Headteachers to enable Endeavour Multi Academy Trust academies to develop and disseminate highly effective practice both across the Trust and nationally.
 - To contribute to pre-Ofsted and other Learning Reviews as agreed by the Headteachers and CEO.
 - To coach Headteachers in the Trust in order to support effective impact of leadership to achieve measured improvements.





Job Description *continued*

- To lead observations of teaching and learning, work scrutiny and pupil voice to inform effective coaching and improved pedagogy.
- To take responsibility for coordination of a subject moderation and subject development timetable.
- To ensure preparation for inspection is thorough, robust and leads to the best possible outcomes.
- To be the point of contact for the Headteachers and Central Team for dealing with all critical incidents in the Trust.
- To take responsibility for coordination of a continuous professional development system across the Trust, assessing and evaluating the impact.
- To be proactive in understanding current local, national and international policy, practice and research in relation to schools working in challenging contexts and advise accordingly.

TO PROVIDE DIRECTION, ADVICE, GUIDANCE AND SUPPORT FOR THE HEADTEACHERS

- Within the target setting policy, to work with the CEO to set, agree, and monitor challenging and meaningful targets for improved achievement in each academy.
- To conduct with the CEO, the performance reviews of some of the Headteachers.
- To work in partnership with National programmes to explore and embed effective strategies to develop teachers, leaders and leadership across the Trust in agreement with the CEO and the Trust's Strategic Plan.

- To work with Headteachers to achieve economies of scale across the academies by sharing resources and expertise.
- To be involved in the recruitment process of all senior colleagues in each academy as appropriate (Deputy and above).
- To apply for and train to become an Ofsted Inspector (if not one already) and undertake a reasonable amount of inspections each year in a wide range of remits.

ENSURING THE EFFECTIVE DELIVERY OF SERVICES FROM ENDEAVOUR MULTI ACADEMY TRUST

- To work in partnership with the CFOO to plan, monitor and review the structure, priorities and delivery of services that will effectively support the education at the heart of the community.
- To work with the CFOO on major organisational change projects across the Trust.
- To work with the CFOO on key staffing issues and organisational risks.

TO LEAD AND MANAGE RISKS

- To be responsible for managing high risk levels across the Trust, working with the Headteachers to initiate, project manage and resolve both strategic and tactical issues as they emerge ensuring that all stakeholders are kept well informed throughout the change process.
- To take on other agreed national responsibilities as directed by the CEO and values across the Trust and its academies.

Job Description *continued*

CREATIVITY AND INNOVATION

- To work on own initiative, referring complex issues to the CEO where necessary.
- Safeguarding children and young people including acting as the Trust's Designated Safeguarding Lead.

EQUALITY AND EQUITY

- To ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- To actively challenge and address discrimination.
- To ensure a continual focus on equity as measured by pupil outcomes.

WORK ENVIRONMENT

Work Demands: The post holder will need to be flexible and will be directly accountable for meeting objectives and deadlines laid down by the CEO.

Working Conditions: Board meetings (Executive and Trust) - in person in the Trust Executive Suite at Wightwick Hall School, including a presence at Wightwick Hall School of approximately two days per week. Three days working flexibly at home or out in our academies.

GENERAL

Other Duties: The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be

required from time to time. Any such duties should not however substantially change the general character of the post.

Health & Safety: The post holder must carry out their duties with full regard to Endeavour Multi Academy Trust's Health & Safety procedures.

The post holder will be subject to performance objectives agreed and reviewed annually.

Endeavour Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an Enhanced DBS check.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.



Person Specification

Essential
Desirable

Qualifications and Training	Essential	Desirable
<ul style="list-style-type: none"> • Qualified Teacher Status • Relevant management qualification either NPQH or equivalent or a MA(Ed) or equivalent • Ofsted trained or willingness to undertake training and inspect regularly • DSL trained 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

Experience	Essential	Desirable
<ul style="list-style-type: none"> • Extensive experience of primary education and/or secondary education at a Senior level either through inspection experience or in a Senior role • Team leadership, including during development and/or improvement • Developing and delivering staff development programmes • Implementing teaching and learning strategies to improve quality and pupil attainment • Experience of School Improvement either as a Senior Leader or as a SIP or equivalent • Experience of SEND in mainstream and/or special schools, National SENCo Award an advantage 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	<ul style="list-style-type: none"> ✓

Skills and Knowledge	Essential	Desirable
<ul style="list-style-type: none"> • Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery • Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff • Excellent communication and organisational skills • Good IT skills, including previous use of safeguarding systems • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Strong knowledge and understanding of EYFS, primary school and secondary school data 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	

Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> • High expectations for all pupils and belief in bringing out the best in all • Commitment to upholding and promoting the ethos and values of the Trust • Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the Trust • Ability to work under pressure and prioritise effectively • Outgoing and assertive personality, a cheerful yet firm ambassador for the Trust • Commitment to maintaining confidentiality at all times • Commitment to equality • Full clean driving license and own car due to travel between schools and office that is required 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ ✓ 	



Wightwick Hall School
Tinacre Hill
Wolverhampton
WV6 8DA



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How to apply:

If you wish to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant **Ross Laird** at **Academicis**. Email: rlaird@academicis.co.uk or telephone **01223 907979/07901 585959**.

Please email your application to: **Ross Laird** at **Academicis**: rlaird@academicis.co.uk

Closing date: **Wednesday 7th February 2024**

Shortlisting date: **Friday 9th February 2024**

Interview date: **Friday 23rd February 2024**