

Post:	Director of Excellence and Standards
Pay Scale	Executive Leadership Scale (£95,000 - £115,000) dependent on skills and experience. Salary progression is subject to performance.
Contract:	Full time, term time, permanent
Responsible to:	Chief Executive Officer

We are looking to recruit a Director of Excellence and Standards to join our experienced and dynamic executive leadership team.

This is an exciting opportunity for an experienced and qualified professional with drive, ability and creativity who can make a real and direct impact upon children's learning and the working lives of our staff.

The role would suit someone who has experience of driving positive change in schools and has a proven track record in school improvement. It provides a great opportunity for anyone who wishes to utilise their skills, knowledge and experience to positively impact across more than one school or who has the ambition of being a future CEO.

As a member of the Executive Leadership Team this role is responsible for realising and contributing to the overall strategic educational direction for the Trust and shall ensure the communication of its vision to staff in the academies in the Trust to secure their educational success through high standards of teaching and learning and quality assurance.

Through inspirational leadership and rigorous Quality Assurance framework development and deployment the successful candidate will create a culture of high levels of professional standards, assessments, monitoring and improvements to secure the highest possible achievement for all pupils in every aspect of the academies' provision.

The will also lead across a portfolio of schools, the support, advice and guidance that enables our academies to succeed and improve so that we can deliver the best possible educational experience for all of our children. They will work closely with the Chief Executive and all other members of the trust Executive Leadership Team, and school leaders to develop and deliver school improvement services to our schools. They will develop and deliver quality assurance systems across the trust's schools.

We are looking for someone who:

- Is experienced at headship level and/or has senior educational leadership experience in a local authority or national body such as Ofsted.
- has proven experience of whole school leadership, or leadership across a large organisation, and the ability to communicate a clear vision for school improvement.
- Is a knowledgeable and experienced leader who can raise standards with proven experience of accelerating progress.
- can effectively evaluate a school's performance and from their extensive knowledge identify appropriate strategies to enhance school standards.
- can inspire others and lead complex changes across schools.
- Is able to lead, with the CEO and other members of the Executive Leadership Team, the implementation of the Nova Education Trust Strategy.
- Can represent and advise the CEO, where appropriate, on matters including but not limited to the post holder's portfolio.
- Can demonstrate, through personal example, excellence and commitment to organisational values.

- Has the proven ability to work collaboratively with other senior staff, in particular the Heads of School and Central Services colleagues, and contribute to the wider leadership and management of the trust as a member of the Executive Leadership Team
- Is able to create and sustain relevant and appropriate external partnerships and represent the trust in regional, national and international contexts.
- Is an experienced Chair of committees, groups and formal hearings such as disciplinaries, grievances and appeals, for staff and pupils.
- can report and advise, as required, to the board, Trust Innovation Leadership Team and other trust committees.
- Is able to represent the trust and its interests on external bodies and at ceremonial and other occasions.
- thrives on working with other key colleagues, including Heads of School, their leadership teams and professional service colleagues, to realise aspirations across all our activities including research and innovation, education, student experience, and Equity, Diversity and Inclusion.
- Is able to provide strategic leadership on all matters relating to research and innovation across the trust.
- Is able to drive the development of research and innovation activity, with attention to culture, quality, visibility, knowledge exchange, impact, funding and integrity.
- Is data driven ensuring effective mechanisms are in place to monitor and advance research and innovation performance, in pursuit of excellence as judged against national norms.
- can lead submissions to national exercises on behalf of the trust.
- Is an emotionally intelligent leader with ability to lead high calibre academic and Professional Services colleagues.
- Inspirational and persuasive leadership combined with outstanding people management skills.
- Has an affinity with and ability to enthuse young people, and a demonstrable commitment to progress on equity, diversity and inclusion.
- Has a personal presence, standing out from the crowd, to represent the trust regionally, nationally, and internationally.
- Has an enthusiasm and a commitment to the student and staff experience.
- Is a values-led individual with a high degree of probity, and the ability to inspire trust and confidence across the trust and beyond.
- Has a background of understanding inclusivity with accomplishments in embracing difference and influencing societal change.
- Has a demonstrable ability to articulate vision and create delivery momentum with all stakeholders.
- Has a robust understanding of the challenges facing Education in the UK and internationally.
- Has strong energy, drive, enthusiasm, patience, diplomacy and coaching skills.

In return the successful candidate will:

- Be a member of the trust Executive Leadership Team and join a strong and dynamic team of professionals across our organisation.
- Deputise for the Chief Executive Officer where relevant and necessary.
- Be supported through a comprehensive professional development programme.
- Be provided with excellent career opportunities.
- Be given a highly competitive salary that is negotiable upon experience and track record.

Job Description



POST TITLE	Director of Excellence and Standards
GRADE/SALARY	Negotiable
HOURS/WEEKS	Full time, term-time, permanent
LOCATION	Central Office with travel between schools
RESPONSIBLE TO	Chief Executive Officer
RESPONSIBLE FOR	A portfolio of schools & excellence and standards across the trust
PURPOSE OF THE JOB	<p>As a member of the Executive Leadership Team this post is responsible for realising and contributing to the overall strategic educational direction for the Trust and shall ensure the communication of its vision to staff in the academies in the Trust to secure their educational success through high standards of teaching and learning and quality assurance.</p> <p>Through inspirational leadership and rigorous Quality Assurance framework development and deployment the successful candidate will create a culture of high levels of professional standards, assessments, monitoring and improvements to secure the highest possible achievement for all pupils in every aspect of the academies' provision.</p> <p>The post will also lead across a portfolio of schools, the support, advice and guidance that enables our academies to succeed and improve so that we can deliver the best possible educational experience for all of our children. They will work closely with the Chief Executive and all other members of the trust Executive Leadership Team, and school leaders to develop and deliver school improvement services to our schools. They will develop and deliver quality assurance systems across the trust's schools.</p>
RELEVANT QUALIFICATIONS	<ul style="list-style-type: none"> • Degree educated with QTS • Completion of relevant postgraduate qualifications • Evidence of a commitment to ongoing learning and continuous professional development • Experience of being a Headteacher, qualified Ofsted inspector or a senior school leader in a local authority or national body

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Nova Education Trust and trust policies and within the legislative framework applicable to academies.

Core Tenants of the Role

As a member of the trust's Executive Leadership Team:

- Be an active member of the trust Executive Leadership team.
- Contribute towards development and delivery of the Trust's five-year strategic plan, self-evaluation and development plan.
- Develop and deliver the Trust's school improvement strategy, action plan and framework; in coordination with the trust's Executive Leadership Team.
- Provide strategic advice and professional expertise to support the strategic growth of schools within the Trust including active involvement in the Trust's due diligence process of new schools.
- Deliver and coordinate targeted school improvement support for schools across the Trust.
- Develop and deliver quality assurance systems across the Trust's schools.
- Provide support and challenge to schools to secure high levels of student and staff performance and to deliver an exciting and challenging curriculum.
- Analyse school and Trust performance data and utilise it to inform targeted support for schools and to strategically plan and manage delivery of school improvement activity.
- Produce reports to the CEO, Executive Team and the Trust Board on the quality of education and the impact of school improvement activity and contribute towards termly policy updates and newsletters.
- Take strategic responsibility for Trust wide areas, as allocated by the CEO for example Trust Safeguarding.
- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.

Key Responsibilities

- To lead on effective systems, processes and practices for the quality assurance of education provision across the Trust, including:
 - Providing support, advice, training and development for the education team on effective practice for inspection and school review.
 - Working with executive colleagues to quality assure school provisions in relation to inspection readiness and quality assurance of school self-evaluation.
 - Developing a range of approaches to bespoke school review based on the needs, lines of enquiry or areas of concern for particular schools (e.g., subject or key stage reviews, targeted reviews of key aspects of practice).
 - Developing and sustaining partnerships to provide external validation and review of Trust quality assurance practices and, where needed, individual schools.
- To lead on the front-line delivery of quality assurance of education, including leading or brokering school reviews and moderated Trust inspections.
- To provide support, advice and direction to the education team to support schools with inspection readiness, including providing direct intervention and support with targeted school
- To work with the safeguarding team to ensure that the auditing and quality assurance of safeguarding is consistent with up to date inspection guidance and practice.
- To work strategically to devise and implement initiatives to evaluate and support the respective stages of a school improvement journey (e.g., from RI to Good; from Good to Outstanding; 'Good to Great'.
- To work with the DoE and Head of Training to support focused school improvement initiatives, including leading on focused Trust programmes to enhance the effectiveness of leadership and to support school improvement (e.g., G2G).
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- Develop a culture of personal responsibility, recognising excellence and implementing strategies to address under-performance, in accordance with the Trust Appraisal Policy.
- Remain abreast of educational issues and other developments impacting on the multi-academy trust and its academies, both locally and nationally, and ensure senior leaders are well briefed and operate within a flexible environment which is responsive to change.
- In consultation with senior leaders in academies, ensure the effective use of technologies, both in teaching and learning, and in operational matters so as to enhance provision, develop efficiencies and secure value for money as appropriate.

Applied Knowledge and Expertise

- Apply extensive experience in the leadership of schools to school improvement planning, due diligence, intervention in schools facing challenging circumstances and the development of the Trust's strategy and framework for school improvement.
- Use significant experience in preparing schools for Ofsted inspections, as well as detailed knowledge of the inspection framework and practices, to improve the standards in schools.
- Utilise in-depth knowledge and experience of working in the educational sector to design and deliver effective quality assurance systems and processes across schools and support the design of intervention strategies to improve academic standards and outcomes.
- Apply experience in change management and leadership training to target improved performance and lead Trust wide organisational change.
- Apply knowledge of educational assessments to support the delivery of effective student assessment and intervention initiatives and programmes.

Apply experience of encouraging collaboration between schools, across the Trust and with other external agencies to support improvement, sharing of best practice and reduce the replication of effort.

- Apply knowledge of statutory and regulatory compliance to ensure compliance across all schools.
- Take strategic responsibility for Trust wide areas of responsibility as allocated by the CEO.

Decision Making and Problem Solving

- With the Chief Executive and Executive Leadership Team, create and regularly review structures across the schools that reflect the Trust's and each school's values and enables management systems, structures and processes to work effectively.
- Work with the Executive Team, Headteachers and the Central Services Team to monitor and evaluate the academic performance, leadership and management of academies.
- Support and work towards the aim that all schools maintain at least a 'good rating', with the goal of eventually becoming 'outstanding'.
- Lead transformational change both strategically and operationally in all schools.
- Delegate key responsibilities and operations across the wider organisation, as appropriate and necessary.

Resource Management

- Identify opportunities across the group of schools for financial gains and sharing of resources through school to school collaboration.
- Ensure that all resources available to schools are used in ways which are for the promotion and achievement of the schools priorities, values and objectives.
- Work with the Chief Executive Officer and the Executive Leadership Team to prioritise resource allocation and maximise value for money.
- Works actively to identify and implement alternative income to support school improvement activities.
- Works closely with the Trust's Chief Executive officer, CFO and Headteachers to oversee the staffing resource of each academy to ensure curriculum efficiency.

Leadership and Management and People Development

- Drive a culture of high expectations, supporting school leadership teams to improve standards across all stages and subject areas.
- Ensure that the Headteachers and school leaders are supported through significant transformational change projects.
- Ensure leaders across the Trust receive the appropriate teaching and leadership training and continue to develop their practice.
- Work with Headteachers to recruit staff of the highest quality across the group.
- Promote a positive culture throughout the organisation and adopts behaviours that exemplify the Trust's values.
- Line manage and performance develop designated members of the Central School Improvement Team, setting ambitions and encouraging continuing professional development.
- Build own leadership capacity and takes responsibility for own professional development by actively engaging with and seeking out areas for improvement.

Influencing and Managing Relationships

- Nurture robust, open and effective relationships with all parties across the Trust and with key external agencies including, our Local Authority partners, Regional Schools Commissioner and other Trusts.
- Foster a culture of collaboration by creating networks and opportunities for schools and individuals within the group to engage each other and to build effective extended learning communities.
- Facilitate the partnership and networking of Headteachers, School Leaders and Trust staff to share and promote best practice and to support each other with challenges.
- Create effective working relationships with the senior leadership team of each school within their group.
- Works closely with all Nova Education Trust schools

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To strategically lead the trust Safeguarding team.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the trust family, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be a team player and to work in a collegiate, open and honest way with other colleagues.

GENERAL

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Chief Executive Officer or Trust Board.

This job description will be kept under review and may be amended via consultation with the individual, Chief Executive Officer or Trust Board required.

Person Specification

Post Title: Director of Excellence and Standards	
Minimum Essential Requirements	Method of Assessment
EXPERIENCE & QUALIFICATIONS	
Degree educated with QTS	AF/I/R
Completion of relevant postgraduate qualifications	AF
Evidence of a commitment to ongoing learning and continuous professional development	AF
Being an experienced Headteacher, qualified Ofsted inspector or a senior school leader in a local authority or national body	AF/I/R
Successful experience of leading or supporting schools in challenging circumstances and of delivering impactful school improvement support across one or more schools	AF/I/R
Successful experience of writing, implementing and reviewing strategic improvement plans and strategies which bring about impactful change	AF/I/R
Successful proven experience of promoting inclusion, equality and diversity	AF/I/R
Experience of managing and leading complex changes across a school or group of schools	AF/I/R
Experience of evaluating the performance of the leadership and management of a school	AF/I/R
Experience of working collaboratively across a group of schools with impact on outcomes for children evidenced as a result of this work	AF/I/R
Experience of coaching, mentoring and directing staff at all levels	AF/I/R
Experience of overseeing and advising on budget management	AF/I/R
Developing and motivating senior leaders to achieve success	AF/I/R
KNOWLEDGE/SKILLS/ATTRIBUTES	
Sound knowledge of educational policy developments and implication for in-school practices	AF/I/R
Excellent knowledge of primary education	AF/I/R
Excellent knowledge of secondary and P16 education	AF/I/R
Detailed knowledge of effective school improvement practices	AF/I/R
Extensive knowledge of effective intervention strategies to impact on school standards	AF/I/R
Broad experience of analysing education data (RAISEOnline etc.) to inform successful education delivery	I/R
Producing reports which strategically review and evaluate resources and performance	AF/I/R
Extensive knowledge of curriculum development, implementation, evaluation and effective assessment techniques	AF/I/R
Have high expectations for themselves and the people they work with	AF/I/R
Be skilled in using a range of techniques to ensure effective collaboration across schools and with external stakeholders and partnerships	AF/I/R
Be committed to providing a high-quality service to the schools	AF/I
Holds and articulate clear values, moral purpose and leads ethically and with integrity	AF/I/R
Be adaptive and responsive to change	AF/I

Possess excellent written and oral communication skills	AF/I/R
Have high level interpersonal skills with the ability to inspire and motivate others	AF/I/R
Be able to influence effectively at all levels of an organisation	AF/I
Be creative in their approach to problem solving	AF/I/R
Be an excellent team player	AF/I/R
Ability to hold others to account; including senior leaders	AF/I/R
Ability to work accurately and with attention to detail	AF/I/R
Ability to identify work priorities and manage own workload and that of others	AF/I/R
An understanding of and commitment to safeguarding issues and promoting the welfare of children and young people.	AF/I
WORK RELATED CIRCUMSTANCES	
Able to manage working hours flexibly to meet the demands of the role	AF/I
Willingness to undertake further professional development	AF/I
Willingness and ability to travel to all work locations within the Trust and outside of the city where required	AF/I
Be committed to Nova Education Trust's vision and principles	AF/I
Where appropriate be able to work at times convenient to the Local Governing Bodies, including evening meetings	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I
A commitment to safeguarding students.	AF/I
Suitability to work with children.	AF/I
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key:

AF = Application form
I = Interview
R = Reference