



The **GALLERY TRUST**



A community of special schools

Director of Education

Candidate Information Pack
May 2024

Director of Education

Grade: L23 – L29

Contract Type: Full Time, Temporary 12 months

This is a unique opportunity for an experienced, talented, and effective individual who can demonstrate success within the education sector and has a sound knowledge and understanding of SEND, to join a thriving Special Multi Academy Trust.

The Gallery Trust, a Special Multi Academy Trust based in Oxfordshire, wishes to recruit an exceptional candidate to work with the Chief Executive Officer in driving the strategic direction and development of the Trust in accordance with the Trust's ethos and values. The successful candidate will play a vital role in promoting the continuing expansion of the Trust, bringing vision, energy, enthusiasm, and an unwavering commitment to enhancing outcomes for students with Special Educational Needs and Disabilities. They will 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.

The Director of Education will work with the CEO, Directors, the Board of Trustees, the leadership teams of schools in the Trust, and external stakeholders in developing and maintaining core values, delivering school improvement and overseeing professional learning opportunities for our future leaders.

As a prospective applicant for this incredible role, you will have opportunities to work collaboratively 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 consolidate 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.
- Ensure that our students continue to experience a fulfilling and enjoyable learning adventure at our Trust schools.

You will demonstrate your ability to work collaboratively and strategically with senior leaders, and one of your key objectives will be to gain the strong engagement of stakeholders with the Trust's vision. While acting as a critical friend to senior leaders, you will demonstrate the ability to provide challenge when necessary.

You will be an inspirational and motivational leader and will develop and lead a school improvement team that will consist of Trust team colleagues, school-based staff and other colleagues to deliver the Trust's school improvement objectives.

The Director of Education will have considerable experience of school leadership, both at an individual and multiple school level and will understand the potential for MATs to deliver professional learning and school improvement across schools. You will share our vision and aspirations for all children and young people with Special Educational Needs and Disabilities, as well as demonstrating the strategic flexibility to respond to the changing political and economic challenges facing Multi Academy Trusts.

You will be driven by a strong moral purpose to strive for excellence and outstanding outcomes for students with SEND. You will be dedicated to the promotion of the Trust's vision and values and will use these as your guiding principles in your actions and decision making.

In return, the Trust can offer you:

- the opportunity to work with skilled, hardworking, and empowered colleagues, and with our fantastic students
- a comprehensive and thorough induction programme
- tailored and appropriate continuing professional development, designed to support your needs and aspirations
- professional business and school improvement support and resources
- the opportunity of working collaboratively with staff throughout the organisation

Although this role is initially for a temporary contract for 1 year it is anticipated that a substantive role may become available during this period as the Trust secures further initiatives and projects. This role would be an excellent opportunity for an experienced leader to undertake a secondment in the SEND sector.

Please get in touch if you would like to have an informal discussion with the Chief Executive Officer before submitting your application.

Benefits of working at The Gallery Trust

Professional development opportunities

- Regular training and access to a range of internal and external professional development opportunities tailored to your learning needs, your job role and your career aspirations
- Opportunities for career progression, secondments and transfers within The Gallery Trust, the largest special school Academy Trust in Oxfordshire
- Opportunities for collaborative working across the schools in The Trust, offering the chance to liaise with experienced colleagues, building knowledge and professional networks

Financial

- Competitive salaries for teaching and support staff based on School Teacher Pay and Conditions Document and the NJC Green Book
- Access to attractive pension plans (TPS and LGPS), linked to salary life assurance
- Free eye tests and a contribution towards glasses for DSE use
- Salary sacrifice schemes, including childcare vouchers and cycle to work
- Free onsite parking
- Perkbox - discount and wellbeing platform membership

Wellbeing

- 24/7 access to a free Employee Assistance Programme to provide confidential advice and guidance including private external counselling free of charge
- Membership to My Healthy Advantage wellbeing app
- Excellent induction processes, and strong line management structures to promote your wellbeing at work
- A culture which is open to employee ideas and encourages open dialogue
- Complimentary tea and coffee
- Regular staff surveys to gain feedback on wellbeing and to drive improvements
- The opportunity to join colleagues for social events
- Family friendly policies, which promote your wellbeing
- Cycle to work Scheme

How to apply

If you are interested in this post and would like to have an informal telephone conversation about the role, please make an appointment with Kay Willett, Chief Operating Officer, by contacting Tracy Duncan on 01865 557004.

To apply for this post please email application@thegallerytrust.co.uk. The information can also be downloaded from our website www.thegallerytrust.co.uk.

Applications must be made on The Gallery Trust application form and returned to application@thegallerytrust.co.uk.

The deadline for applications is **11.00am on Thursday 30 May**.

Interviews will be held on **Thursday 13 and Friday 14 June 2024**.

Please ensure you detail any gaps in employment and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

The Gallery Trust is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the Disclosure & Barring Service and go through a range of other Safer Recruitment checks.

As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection.

About the Gallery Trust

The Gallery Trust is a Special Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. We strive to provide the best possible specialist learning experience for all pupils.

Our Strategic Aims

- **Places where innovation drives learning** – our schools have a clear purpose, they educate the whole child and prepare them for adulthood. Everything we do, from our curriculum offer to our pastoral care, is meaningful and driven by the needs of learners.
- **Places where relationships drive engagement and achievement** – our schools are built around exceptional relationships. We provide excellent experiences, growth, and opportunities for pupils and staff, and specialist working environments and resources.
- **Places which provide exceptional knowledge and support** – our schools are supported by a skilled and experienced central team which provides high quality school improvement and central support services.
- **Places which inspire and influence** – our schools are committed to collaborating with our local and national partners and communities to ensure that children and young people with SEND receive the education and opportunities they deserve.

As we enter the next phase of our development and build on our many successes, we want to embrace future challenges and opportunities. The Trust is on a continuing journey of expansion, growing from a Multi Academy Trust based on a single academy in 2013, to its position as the largest Special Trust in Oxfordshire. There are currently six special academies in the Trust located throughout Oxfordshire, with an additional academy opening in January 2024, and a further academy scheduled to open in 2026. The Trust's vision is to continue to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies, and providing outreach and other opportunities. All academies collaborate to share SEND expertise and best practice, and work in partnership with peers who are committed to common aims and goals.

The Board of Trustees believes that by providing the support of highly experienced and specialised school improvement and business teams, school leaders are empowered to focus on the standards of teaching and learning, and in meeting the operational and strategic demands of running their schools.

The schools in the Trust are:

- **Iffley Academy**, Oxford, which makes provision for 180 students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (5 -18): <https://iffleyacademy.co.uk/>
- **Bardwell School**, Bicester, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 - 19): <https://bardwell.oxon.sch.uk/>
- **Mabel Prichard School**, Oxford, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <https://mabelprichard.org/>
- **Springfield School**, Witney, which makes provision for 110 students with PMLD, SLD and moderate Cognition and Learning Needs (2 – 19): <http://www.springfield.oxon.sch.uk/>
- **Northern House Academy**, Oxford, which makes provision for 86 students with SEMH and ASC needs (5 – 11): <https://northernhouseacademy.co.uk/>
- **Orion Academy**, Oxford, which makes provision for 102 students with SEMH and ASC needs (10 – 18): <https://www.orionacademy.co.uk/>
- **Bloxham Grove Academy**, Bloxham, which makes provision for 100 students with moderate Cognition and Learning Needs and associated SEMH and ASC needs (7 – 18): <https://bloxhamgroveacademy.co.uk/>
- A **Free Special School** in South Oxfordshire, to open in 2026, a sister school to Orion Academy, which will make provision for 100 students with SEMH and ASC needs (7-18)

Job Description

Director of Education

Responsible to: Chief Executive Officer

Job Purpose:

To advise and support the Chief Executive Officer in furthering the Trust's aims, visions and ethos primarily in relation to school improvement.

Introduction

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post. The performance of all duties and responsibilities shown below will be under the reasonable direction of the Chief Executive Officer. The Chief Executive Officer will be mindful of her/his duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's grievance procedure will be used to resolve any disagreement arising out of the job description.

Job role

The Director of Education is accountable to the CEO and acts with the authority to deliver school improvement across all The Gallery Trust academies. The role will work closely with the CEO and other Directors, specifically to;

- Champion and promote the values and core purpose of the wider Gallery Trust and its schools
- Create a sense of belonging to the Gallery Trust family of schools and the wider Trust
- Be responsible and accountable for the planning and delivery of the Trust School Improvement Strategy for the schools in which you are assigned 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
- Direct, advise, guide and support Head Teachers 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 The Gallery Trust's approaches.

- Play a lead role in the Central Team, working with senior leaders to ensure that the Gallery Trust academies service offer is fit for purpose and focussed on enabling education.
- Lead and manage major risks and escalation from schools.
- Lead key national initiatives as directed by the CEO.
- Support the ability of the Board, the CEO and other stakeholders to arrive at informed and timely decisions by providing professional guidance.
- Develop effective relationships with Regional Schools Commissioner, Department for Education, the Local Authority and Ofsted.
- Line management of Head Teachers and other Trust School Improvement colleagues, as required.

People and Partners

- Enable a people strategy that identifies talent, supports and develops all staff and sustains a culture of high staff professionalism.
- Ensure the Trust has high quality employment practices that promote diversity and equality.
- Enable systems that ensure staff have access to high quality professional development, aligned to balance organisational and individual needs.
- Implement a strategy and system that increases capacity across the Trust for school improvement.
- Oversee that system where the Trust's System Leaders and Lead Practitioners are being used strategically to support other schools, model good practice and coach peers.
- Inform the deployment of key staff to tackle any priority areas of development across the Trust.
- Deliver a strategy for developing school leaders and teaching staff throughout their career.

School Improvement

- Direct, advise, guide and support the Head Teachers and school improvement colleagues, with the authority of the CEO, in all aspects of academy improvement.
- Be directly involved in strategic and tactical issues providing capacity and support for the CEO.
- Support the promotion of the new Gallery Trust academies in the Trust and oversee their development with the CEO.
- Lead in the delivery of the Trust's School Improvement Strategy and Leadership of Learning Toolkit.
- 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 schools.

- Ensure appropriate presentation and reporting to the CEO and the Trust Board on the progress of key accountabilities, particularly in terms of student outcomes and staff development.
- Work in partnership with the Head Teachers in driving forward performance, standards achieved and quality of education in Gallery Trust schools.
- Take responsibility for undertaking reviews of RAPs and SEFs and producing action plans leading to sustained improvements.
- Work alongside the Head Teachers in analysing a range of regional and academy level data. To support Head Teachers in the interpretation and use of data in order to raise standards.
- Ensure that the necessary actions needed to bring about improvement are implemented quickly and effectively and to ensure that actions have the required impact.
- Work with the Head Teachers to enable Gallery Trust schools to develop and disseminate highly effective practice both across the Trust, locally and nationally.
- Contribute to pre-Ofsted and other Trust Monitoring Visits as agreed by the Head Teachers and CEO.
- Coach Head Teachers in the Trust to support effective impact of leadership to achieve measured improvements.
- Lead observations of teaching and learning, work scrutiny and pupil voice to inform effective coaching and improved pedagogy.
- Ensure preparation for inspection is thorough, robust and leads to the best possible outcomes.
- Be proactive in understanding current local, national and international policy, practice and research in relation to schools working in challenging contexts and advise accordingly.

Support for Head Teachers

- Work with the CEO to set, agree, and monitor challenging and meaningful Strategic Objectives for improved achievement in each school. To undertake appraisal of assigned Head Teachers in the Trust.
- 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.
- Work with Head Teachers to achieve economies of scale across the academies by sharing resources and expertise.
- Take part in the recruitment process of all senior colleagues in each academy as appropriate.

Quality Assurance and Accountability

- Ensure Trust leaders and Trustees have a good understanding of school performance and improvements through appropriate quantitative measures

- Deliver systematic systems that enable Trust leaders and Trustees to know each school qualitatively through an established cycle of reporting and monitoring

Compliance

- Work as part of the Executive Team to ensure the Trust operates within appropriate legislative and regulatory frameworks and meets its statutory responsibilities in accordance with its status as an exempt charity and limited company, e.g. Health and Safety, Safeguarding, the requirements of Companies House, The Charity Commission, Data Protection and the DfE.

The range of responsibilities listed above is not exhaustive and is subject to change at the direction of the CEO.

This job description is subject to annual review. The Gallery Trust is committed to safeguarding and promoting the welfare of children and young people. Head Teachers must ensure that the highest priority is given to safeguarding children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment with The Gallery Trust is subject to verification of ID and qualifications, satisfactory evidence of the right to work in the UK, satisfactory references.

Selection Criteria

| Qualifications and training | | |
|---|-----------|-----------|
| | Essential | Desirable |
| Qualified Teacher Status | X | |
| Relevant management qualification either NPQ or equivalent or a MA(Ed) or equivalent | X | |
| Designated Safeguarding Lead trained | | X |
| Experience | | |
| Extensive experience of special education at a Senior level either through inspection experience, as an NLE or in a Senior role | X | |
| Team leadership, including during development and/or improvement | X | |
| Implementing teaching and learning strategies to improve quality and pupil attainment | X | |
| Developing and delivering staff development programmes | X | |
| Experience of School Improvement either as a Senior Leader or as a SIP or equivalent | X | |
| Evidence of expertise and success in raising student achievement and securing school improvement in schools requiring rapid improvement | X | |
| Experience of leading more than one school, or holding a position that oversees the performance of more than one school | X | |
| Experience of high level strategic responsibilities, beyond leading one school | X | |
| Experience of managing change | | X |
| Experience of managing and motivating teams of people, using a range of leadership styles and approaches | X | |
| Skills and Knowledge | | |
| Expert knowledge of legislation and guidance on curriculum requirements and key stage delivery | X | |
| Outstanding classroom practice, constantly showing a positive and resilient approach to pupils and staff | X | |
| Excellent communication and organisational skills | X | |
| Good IT skills, including previous use of safeguarding systems | X | |
| Effective communication and interpersonal skills | X | |
| Ability to communicate a vision and inspire others | X | |
| Ability to build effective working relationships with staff and other stakeholders | X | |
| Strong knowledge and understanding of SEND Code of Practice, 2014 | X | |
| Personal Qualities | | |
| High expectations for all pupils and belief in bringing out the best in all | X | |
| Commitment to upholding and promoting the ethos and values of the Trust | X | |
| Commitment always to act with integrity, honesty, loyalty and fairness to safeguard the assets, financial integrity and reputation of the Trust | X | |
| Ability to work under pressure and prioritise effectively | X | |
| Outgoing and assertive personality, a cheerful yet firm ambassador for the Trust | X | |
| Commitment to maintaining confidentiality at all times | X | |
| Commitment to equality | X | |
| Full clean driving license and own car due to need to travel throughout Oxfordshire | X | |