



The **GALLERY TRUST**



A community of special schools

**Director of Education
and Strategy**

Candidate Information Pack
November 2021

Director of Education and Strategy

Contract Type: Full time, permanent (52 weeks)

Salary Type: Leadership Scale L32 - L38

Salary Range: £90,379 - £104,687

The Gallery Trust, a Special Multi Academy Trust based in Oxfordshire, wishes to recruit a Director of Education and Strategy 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.

The Director of Education and Strategy will work with the CEO, other key 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.

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 and Strategy will have considerable experience of school leadership, both at an individual and multiple school level and will understand the potential for Multi-Academy Trust structures to deliver professional learning and school improvement across all academies. 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.

This is a very exciting time to join The Gallery Trust. The Trust has grown significantly over the last 24 months and further expansion is planned. The introduction of this role reflects a strategic priority to focus on school improvement for all schools and as such the post holder will play an important role in developing and implementing the vision and model to achieve this.

The successful candidate will have the opportunity to have a real impact on the development of SEND strategy in Oxfordshire, and on the outcomes for students within the Trust's academies.

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

Application process

To apply for this post, please email recruitment@thegallerytrust.co.uk or telephone 01865 747606 and ask for the Trust office to request an application form and a job pack. You can also download an application form and job pack from our website: <https://thegallerytrust.co.uk/recruitment/current-vacancies/>

Please submit your application form by 5pm on Sunday 28th November by email recruitment@thegallerytrust.co.uk or by post to Recruitment, The Gallery Trust, c/o Northern House Academy, South Parade, Oxford, OX2 7JN.

Please ensure you detail any gaps in employment, and use the person specification and selection criteria 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 on their own, but by all means include one with your fully completed application form if you wish. If you are shortlisted, we will take up written references before your interview so please provide permission for this along with 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 or Trust, must include your current Head Teacher or Trust Executive.

The Gallery Trust is committed to safeguarding and promoting the welfare of all children and require all staff to share this commitment. The successful candidate will be subject to an Enhanced Disclosure check from the Disclosure and Barring Service (DBS), and Occupational Health check. The Gallery Trust is an equal opportunities employer and we welcome applications from all ethnic and community backgrounds.



The GALLERY TRUST

A community of special schools

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The aim of the Trust is to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

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 Specialist Trust in Oxfordshire.

The schools in the Trust are:

- Bardwell School, Bicester
- Bloxham Grove Academy, Bloxham, to open in 2024
- A Free Special School in South Oxfordshire, opening date to be confirmed
- Iffley Academy, Oxford
- Mabel Prichard School, Oxford
- Northern House Academy, Oxford
- Orion Academy, Oxford
- Springfield School, Witney
- The Grove (satellite provision of Orion Academy)

The Trust's vision is to continue to consolidate our recent growth by securing effective systems that deliver school improvement through all academies whilst continuing to expand over the next five years, supporting a community of converter academies, free schools and sponsored academies. All member academies have the opportunity to share SEND expertise and to work with peers who share common aims and goals.

The Trust is committed to investment in learning, developing system leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.



Director of Education and Strategy

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:

- Develop, implement and review a model that delivers school improvement and professional learning across all academies in the Trust
- Lead the development of systems for school leadership, self-evaluation and school improvement planning
- Play a key role in monitoring and evaluating provision across the Trust
- Create a culture of constant improvement through inspirational leadership, clear direction and team working
- 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

Quality of Education

- Secure ambitious educational and behavioural standards for all pupils, promoting further support for the most disadvantaged
- Enable the Trust to establish and sustain a broad, structured and coherent curriculum, supported by effective curricular leadership and delivered through high quality teaching in all its schools
- Ensure the Trust has effective and proportional evaluation processes to make a timely diagnosis of the complex and persistent problems and barriers that limit the effectiveness of the Trust's schools
- Ensure that priority areas for improvement are identified and appropriate actions implemented
- Enable the Trust to have access to appropriate evidence-based strategies for improvement and ensure their effective implementation

Leadership of Teaching and Learning

- Ensure the Trust invests successfully in developing the skills and capacity of middle and senior leaders to lead and facilitate teacher training and development
- Lead the design and deliver of high quality programmes and support to improve teaching and teachers.
- Implement Trust wide systems that create and sustain a culture of purposeful learning in every school
- Explore progressive and innovative models of professional learning and development that combines, coaching, mentoring, modelling effective practice and engagement in research
- Promote a culture of innovation whilst overseeing a system that assesses and disseminates the best practice across the Trust

Curriculum and assessment

- Ensure the Trust communicates a clear vision and standard for curricula across Trust schools, that informs the work of leaders and staff in each academy
- Through promoting networks and sharing practice create a standard of shared expectations for pupil progress, learning experiences and outcomes

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.

Selection Criteria
Director of Education and Strategy

Qualifications and training		
	Essential	Desirable
Qualified Teacher Status	X	
A relevant degree and other post-graduate qualifications	X	
Evidence of CPD in schools and/or Trust leadership	X	
Experience and knowledge		
Experience of significant senior leadership and management in an education setting that has successfully met the needs of C&YP with additional needs and/or SEND	X	
Evidence of expertise and success in raising pupil 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	
Experience of supporting the development of senior and middle leaders		X
Skills and Attributes		
Exemplary standards of personal integrity, behaviour, professionalism, discretion and confidentiality	X	
A respectful approach to children and young people with SEND	X	
Commitment to safeguarding, and the welfare of children and young people	X	
Natural networker: enjoys the opportunity to engage with students, parents and the wider community	X	
Can set, maintain and actively promote high standards of professional competence in all leaders and staff employed by the Trust	X	
Good decision making skills; the ability to identify and implement solutions to complex problems	X	
Excellent interpersonal and communication skills: enthusiastic, energetic and positive in the face of challenging situations	X	