



NEWHAM
COMMUNITY
LEARNING

Director of Education CANDIDATE PACK



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Welcome from the CEO

Dear Applicant,

I am delighted that you are interested in the role of Director of Education at Newham Community Learning. This is a new role, reflecting the growth of our Trust and our determination that every child in our schools benefits from the collaboration between our four secondary and two primary schools. If appointed, you will have the opportunity to make a difference to the standard of education of over 5,000 young people. We serve a diverse community, with significant levels of deprivation, but also with high levels of aspiration. Our goal is simple: to provide a standard of education which is as good as the best that can be found anywhere else in the country.

The Director of Education will work closely with Headteachers and senior staff in schools. The Director of Staff Development and the Director of Student Support will report to them. As Director of Education you will also have the support of a skilled data analyst, and work closely with the CEO and our network of highly skilled and experienced advisers. But it will be the Director of Education who leads on how we work together across the Trust to raise standards, leading initiatives to support the development of consistent high quality teaching, and finding ways to maximise the benefits to both primaries and secondaries of being part of a cross-phase collaboration.

This is a role requiring expertise, energy, determination, organisation, communication skills, and above all a relentless determination for our schools to provide a consistently excellent educational experience for all our students, at every stage of their journey through school. You will need to provide evidence of your ability to bring about substantial improvements in standards. Experience of working across both primary and secondary phases, experience as an Ofsted inspector and experience of working across a number of schools are all welcome but not essential.

The Trust's commitment to equalities is deep-rooted, and we are particularly keen to encourage applications from groups which are under-represented in senior leadership roles in education. We look forward to hearing from you, and I will be very happy to discuss the role with anyone who wishes to speak about this before applying. Feel free to contact me on the email address below.

Best wishes,

Anthony Wilson
Chief Executive



Who are we

Newham Community Learning is a family of schools in the west of the London borough of Newham, which exists to provide an excellent education for all young people in our community. Our schools educate children and young people from 2-16 years old, offering access to excellent teaching, pastoral care, and opportunities for personal development across all phases of education. The schools are physically close together - all of them are within a fifteen minute cycle ride of the Trust offices at Eastlea School, which helps to ensure collaboration happens at many different levels, and with staff from different schools regularly meeting in person.

We continuously improve our teaching through collaboration among staff, enabling us to offer a broad curriculum across our six schools. At our primary schools, we offer an engaging and challenging curriculum tailored to ensure that every child is able to reach their full potential. This provides a strong foundation from which children are able to move to our secondary schools and excel. Our secondary schools deliver breadth as well as depth, with students having access to a full range of options. Curricular and co-curricular development across all phases of education is further enhanced through the sharing of our excellent in-school facilities with students attending any of our schools.

Our schools are rooted in, and responsive to, their local communities. We are able to offer secondary education in either single sex or co-educational settings, with our primary schools both offering a co-education.

Partnership is key to our operation as a group of schools. As a Trust based solely in Newham, we have strong relationships with our local authority and other local partners, ensuring that we are able to secure the best possible provision for every child and young person attending our schools. While our focus remains local, our outlook is global, with our school curricula designed to reflect the broad range of perspectives that our hugely diverse student body brings.



Director of Education

JOB DESCRIPTION

Salary: L32 - 38. **Salary to be confirmed at interview, and subject to experience of candidate.*

Location: Trust Office

Reports to: CEO

Responsible for: Leadership of school improvement activities across both primary and secondary settings in the Trust to ensure an excellent quality of education is delivered.

Other requirements: This post is subject to an enhanced DBS check, and is exempt from the Rehabilitation of Offenders Act (1974)



Purpose of Job

The Director of Quality of Education role exists in order to raise pupil achievement and to improve the quality of teaching and learning at all schools within the Trust. The purpose of this role is to develop, in conjunction with the CEO and other key members of the Trust's Central Team, a school improvement strategy which will support all schools in the Trust.

To do this, the postholder will work collaboratively with other members of the Central Team, and with Headteachers and key members of their teams, to ensure that the systems and processes that they already have in place form a key part of the strategy and delivery of school improvement.

The postholder will ensure that a rigorous approach to school improvement is adopted, and that cross-Trust approaches are developed where that will be beneficial, whether through sharing existing best practice or through introducing new common approaches.

Alongside the core responsibility to improve teaching and learning practices, the postholder will lead the following areas of work:

- All areas of the Trust Improvement Plan which focus on Standards;
- Acting as the Lead Executive for the Standards and Community Committee of the Trust Board, including agenda preparation and attendance at all meetings, working closely with the committee chair;
- Review and development of both the primary and the secondary curriculum;
- Performance data across the Trust (review and development of improvement strategies), working closely with the Trust Data Officer;
- Oversight of Trust networks for subject leads and any other groups that contribute to educational standards - eg. Attendance and Behaviour Working Group - ensuring that the Groups have a well understood terms of reference and that they deliver measurable outputs;
- Ensuring that any schools working with the Trust, where the Trust is the Lead School Improvement Partner, are engaged with the work of the groups and are benefitting from their output.

The postholder will also be required to report back to the Trust Board on the work on the Standards and Community Committee and will be the Lead Executive responsible for the quality of education across all the Trust's schools.



Key Accountabilities

Developing a strategic approach to Trust Improvement and associated actions

- Work with the CEO, key Central Team members, and all members of the Executive Group to develop a school improvement strategy across the Trust;
- Agree objectives that will support the translation of strategic objectives into actions that will sustain and promote school development and improve outcomes for pupils;
- Develop systems for Trust-wide monitoring of pupil outcomes and reporting to the Standards and Community Committee; and
- Agree priorities for improvement work, taking into account the needs of all schools in the Trust.

Leading teaching and learning and curriculum development

- Work in partnership with colleagues, develop and support a common approach to teaching and learning principles and approaches;
- Work in partnership with colleagues, set high expectations and challenging targets;
- Develop models of excellence in all area of teaching and learning;
- Build on the range of links with high quality partners already in existence to support the delivery of a broad and balanced curriculum at all Trust schools;
- Working in partnership with colleagues, support the diagnosis of school priorities (and where applicable, link these to the Trust's Improvement Plan);
- Work with Headteachers to ensure that the focus of school improvement plans is on the quality of education provided, and provide support as necessary, and
- Lead the development of the curriculum across all secondary schools in the Trust, ensuring that the unique strengths and areas of focus at each school are supported.

Supporting Headteachers

- Provide support and challenge to Headteachers in all aspects of their role for a designated group of schools, as allocated by the CEO;
- Work closely with the Central Team and Headteachers to ensure that resources, systems and processes are in place to support the delivery of excellent teaching and learning AND school operations;
- Closely monitor any risks to the success of the school, in the broadest terms.

Given the evolving nature of the support that the Central Team provides to Trust schools, the postholder will need to be flexible in terms of tasks and responsibilities, which may vary.



Protecting our Children - Safeguarding

Everyone who comes into contact with children and their families has a role to play in safeguarding children. We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

Protecting our Staff and our Resources - Health and Safety

Adherence to health and safety requirements, which includes proper risk management processes, is required from all staff at school in so far as this is relevant to their roles. All staff are expected to understand their responsibilities for protecting and promoting the health and safety of all children and colleagues.

Equal Opportunities

Newham Community Learning has a strong commitment to achieving equality of opportunity in both its services to the community and in its employment of people, and expects all staff to understand and to promote its policies in their work.

Data Protection

UK GDPR and the Data Protection Act 2018 control how personal information is used by our Trust. Everyone responsible for handling and using personal data has to follow strict rules called 'data protection principles', which apply to any and all data concerning a living individual. An introduction to data protection is provided in our induction systems; refresher training is also provided. Staff are required to seek advice from the leadership team should they have any queries regarding the processing of personal data of fellow members of staff, children or parents.



Person Specification

Criteria		Essential/ Desirable	
A	Qualifications	E	D
	Qualified Teacher Status (QTS)	•	
	NPQH or education related post-graduate qualification		•
B	Professional experience and knowledge		
	Successful experience of teaching at at least two of KS1, 2, 3 and 4	•	
	Successful strategic experience of leading and managing at headship/deputy headship level in a mainstream primary or secondary level, including responsibility for educational standards and/or Teaching and Learning	•	
	In-depth knowledge and understanding of the wider educational agenda, with particular understanding of curriculum, CPD, assessment, qualifications, inspection and pupil outcomes.	•	
	Proven track record in leading and managing staff including building a successful team, delegating effectively and implementing and managing change	•	
	Successful experience of raising standards for all with measurable outcomes as a result of one's contribution in a school in the pursuit of excellence	•	
C	Personal aptitudes, qualities and skills		
	The ability to think and plan strategically, to reflect on past experience, to apply research and evidence to practice, and to remain focused on delivering the core priorities of one's role.	•	
	To be articulate and approachable with excellent interpersonal skills both verbally and in writing	•	
	To have proven sound decision-making skills combined with the ability to lead, influence and manage change	•	
	To be proactive, innovative and versatile with a high level of drive, energy and enthusiasm, resilience, reliability, integrity and a sense of humour	•	

Person Specification

Criteria		Essential/ Desirable	
D	Leading teaching and learning	E	D
	An outstanding classroom teacher practitioner with the ability to monitor and evaluate performance continuously in order to improve the quality of teaching and learning and maintain and stretch high standards	•	
	Successful experience of positive behaviour management and development of a student focused, inclusive and effective learning environment so that behaviour and attendance are outstanding	•	
	Successful experience of curriculum development along with an understanding of the issues associated with choice and flexibility to meet the personalised learning agenda	•	
	Proven experience of the implementation of effective assessment procedures and an understanding of assessment for learning needs of all students	•	
	Improving the life chances of children and young people	•	
	Recognition and promotion of the role parents, carers and families play in helping children and young people succeed and thrive	•	
	A commitment to a student-centred approach, within equitable and inclusive schools in which the academic and personal welfare of each student is paramount	•	
E	Developing self and working with others		
	Be a high profile role model with a professional approach that demands excellence, confidence, trust and respect of the entire school and wider community	•	
	Experience of delivering effective staff training/CPD	•	
F	Leading and managing the organisation		
	Evidence of highly developed skills in performance management, recognising high performance and tackling underperformance through to resolution	•	
	A demonstrable understanding of the processes of safeguarding and safer recruitment and safeguarding procedures	•	



How to Apply

If you would like to discover more about this exciting opportunity, need any further information or you wish to have an informal discussion, please contact our retained consultant at Academicis: Rebecca Beach: rbeach@academicis.co.uk or 01223 907979 / 07733 628155

Please email your application to:
Rebecca Beach: rbeach@academicis.co.uk

Closing date: 20th March 2024

Shortlisting date: 21st March 2024

Interviews: 25th March 2024



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