



# Director of Education

## Candidate Information Pack



“ Providing transformational educational opportunities for all children... ”

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# Director of Education - Part Time

## University Schools Trust

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# Welcome

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Thank you for considering applying for this post. The University Schools Trust (UST, the Trust) is a unique organisation. Six prominent UK Universities together with an impressive group of other companies and institutions have formed a partnership with the potential to transform thousands of young people's lives. At UST we already have an unrelenting focus on our transformative educational agenda. We are now welcoming applications for this key role from candidates who share our determination to provide outstanding educational outcomes for our young people without exception or bias.

Arguably there has never been a time within the UK Education system where schools have had more operational freedom.

The opportunity to innovate is boundless whilst the responsibility to ensure that robust processes are in place rests almost entirely with senior officers and Trustees.

In looking to fill this post we seek a candidate with a very strong grasp of operational management as well as providing outstanding leadership and vision.

At UST we believe that the most important resource is the human resource. We invest in our people and partnerships understanding the importance of good communication in creating an environment of mutual trust. The ability to forge effective and creative relationships is an inherent requirement of this post.

If our values echo yours, if our vision excites you and if you feel that you have the necessary experience, skills and expertise - we very much look forward to meeting you.

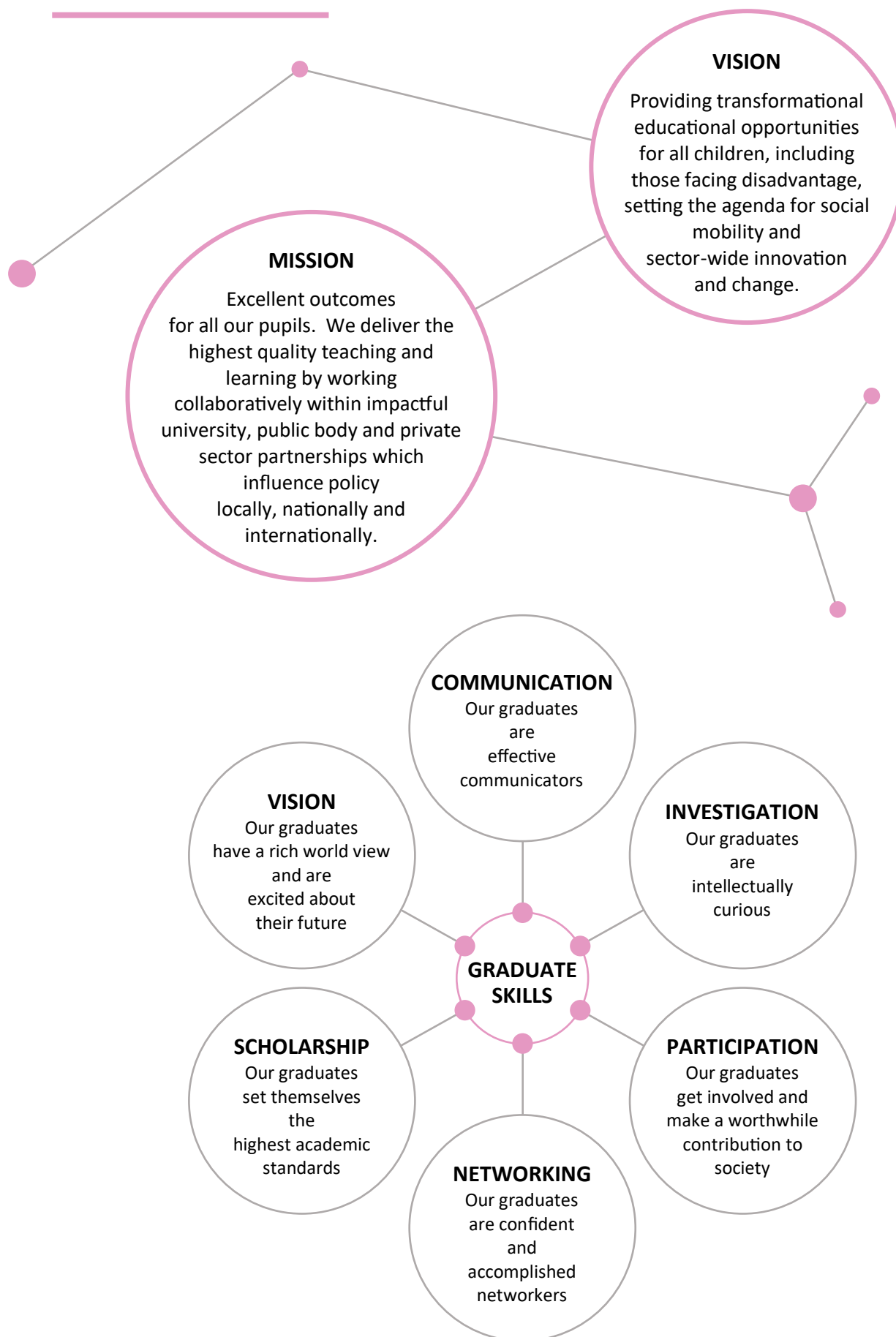
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Yours sincerely,



**Gillian Kemp**  
Trust Leader

## Our Priorities





# The University Schools Trust

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The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

The UST is a unique organisation. Its collaboration with six prominent UK universities together with an impressive group of companies and institutions has formed an alliance which has the potential to transform thousands of young people's lives. This partnership works to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted within the communities they serve.

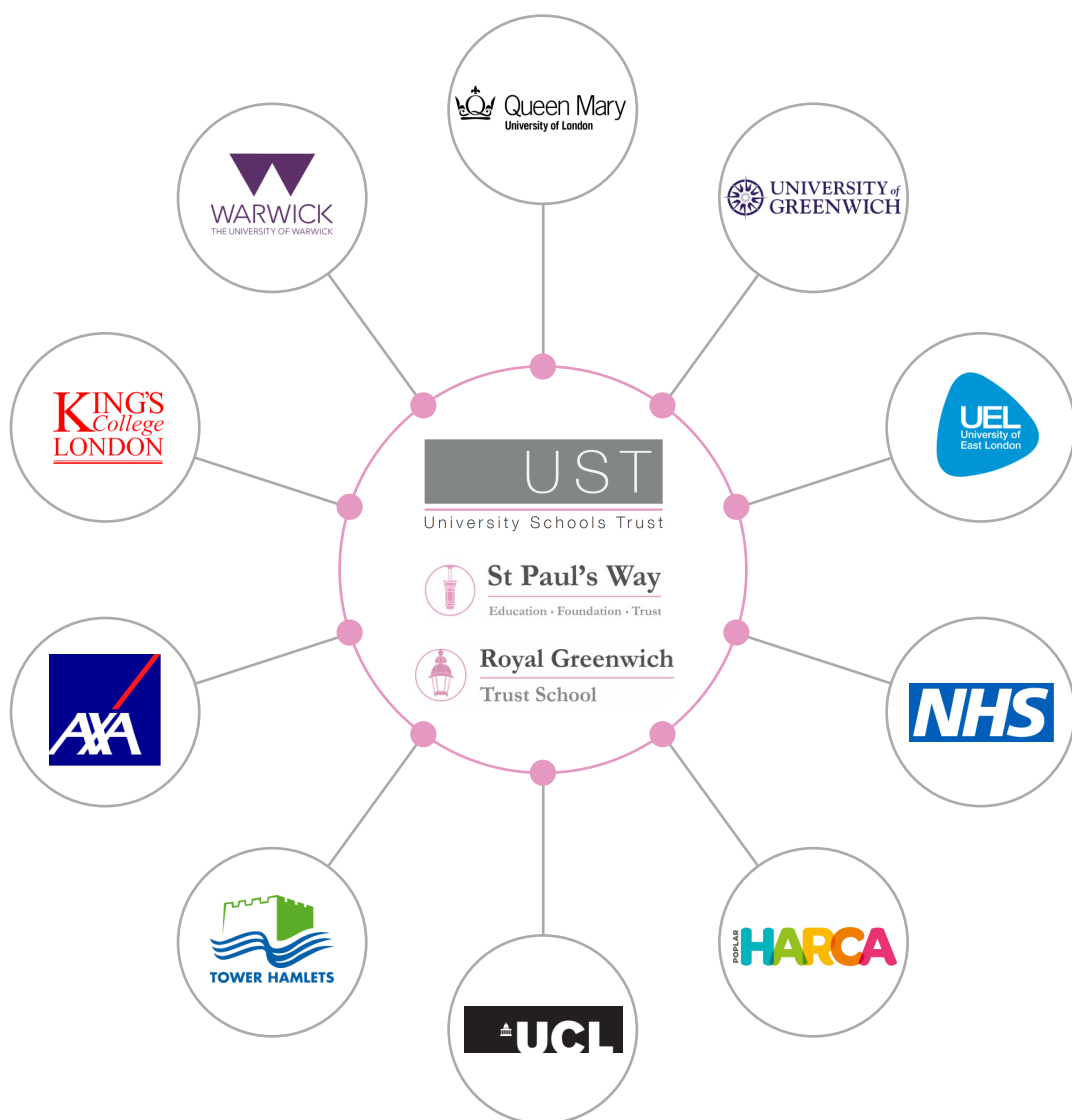
We take a rigorous approach – educating from nursery to university and beyond – towards all aspects of our work. Our teaching practice is effective, our students are challenged academically and our resources are efficiently utilised.

Our UST staff are inspired educators and are encouraged and supported to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, underpins all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.



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University  
Trust Partners

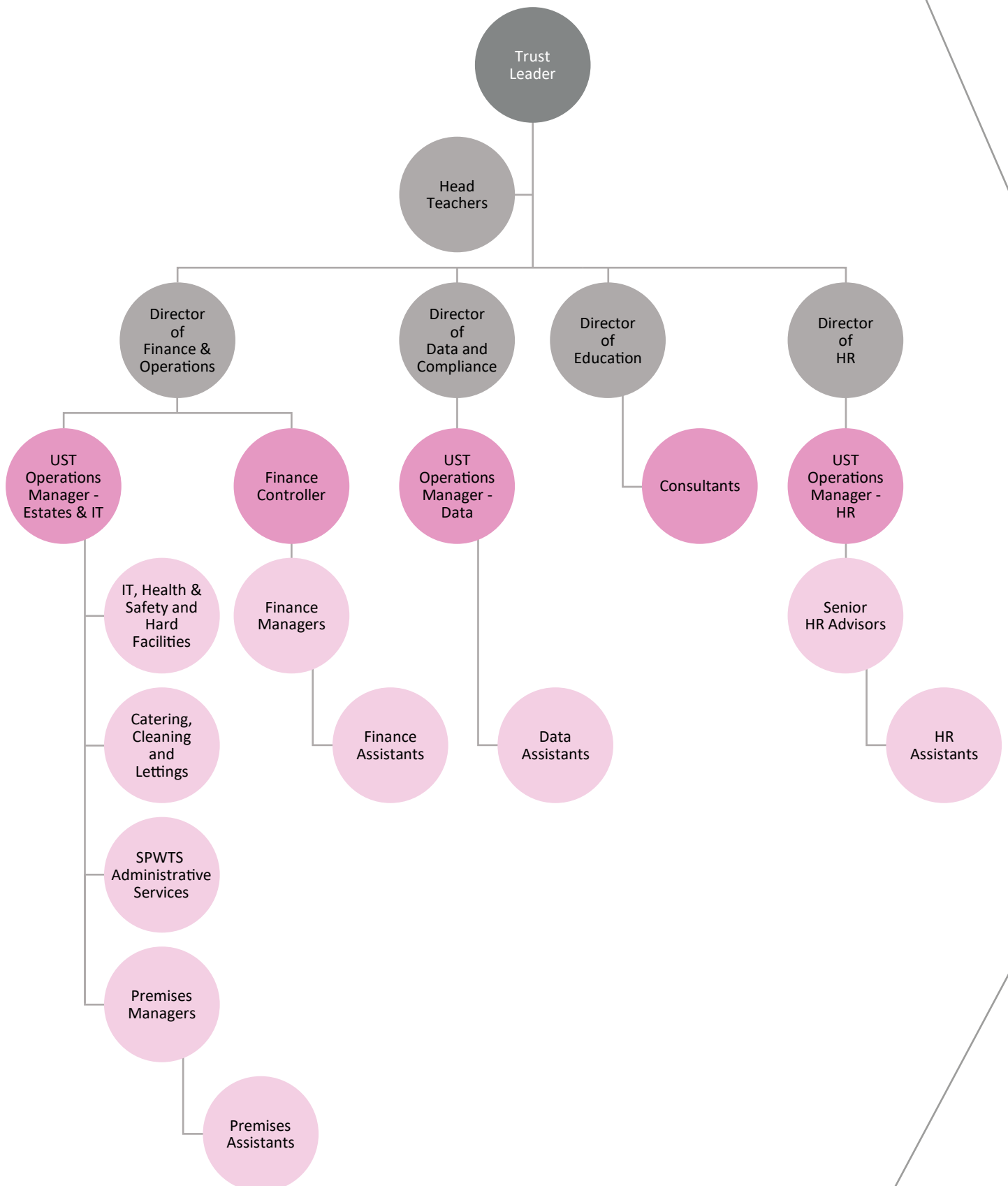
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Trust Partners

2

Schools

# Organisation Chart





# Our People Strategy: Continual Professional Learning & Networking Opportunities

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The UST prioritises the support and development of its staff. Our people are our most important resource, however, our approach is tailored given our expertise in developing talent.

The School of Education is positioned within the UST, its remit is to develop and support all our staff. The School of Education offers training courses and bespoke support so staff can fully develop their knowledge and skills continually.

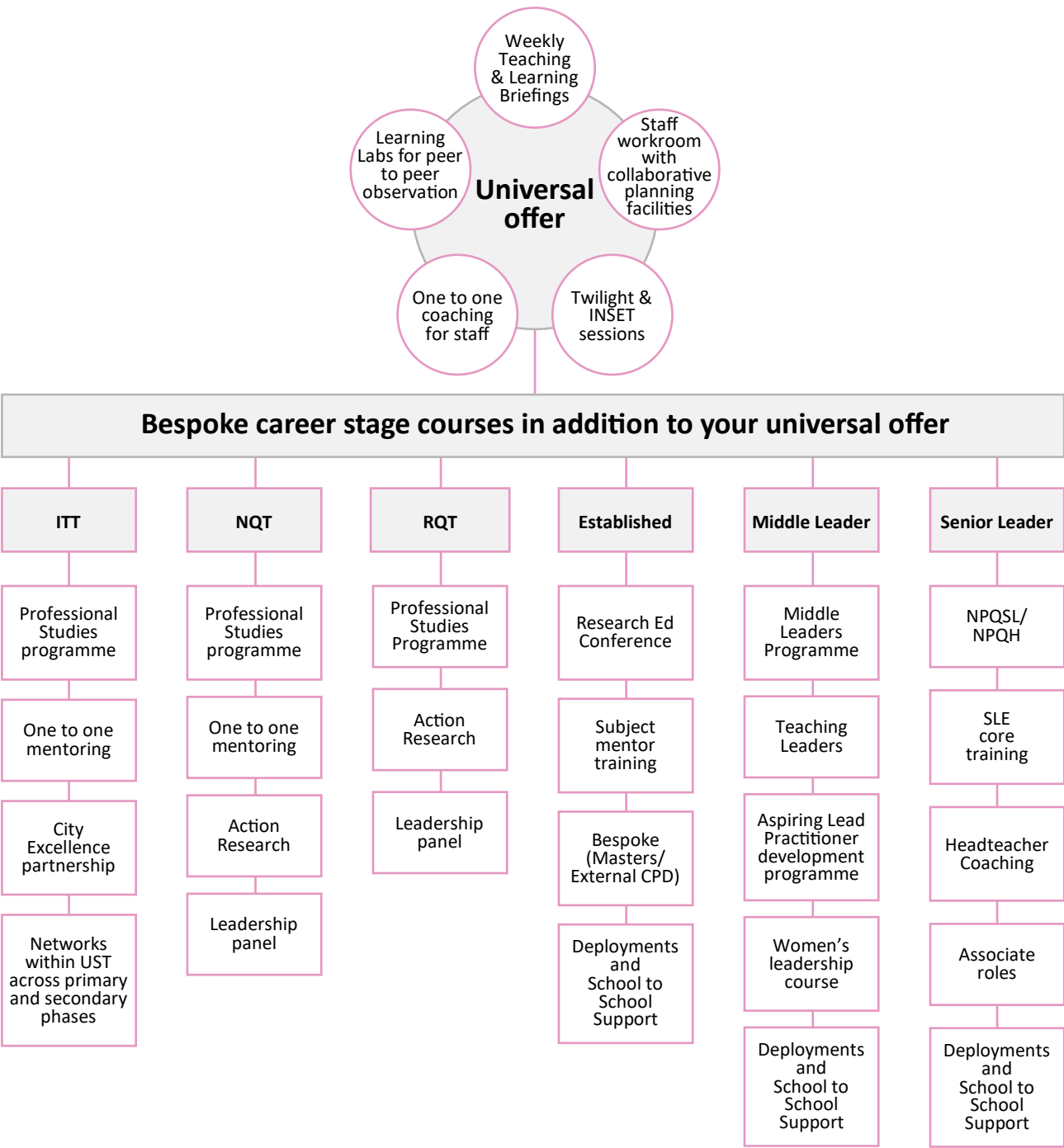
The work of the School of Education is primarily focussed on developing the skills of our teaching staff, but essential training (for example on safeguarding, health and safety, information technology, etc) is available for all our staff.

The UST is committed to ensuring that all teachers and support staff across our schools are given opportunities to develop their practice in order to excel as professionals. Through a programme of internal and external training across a wide network of training providers across London, our staff have access to the highest quality of training available.

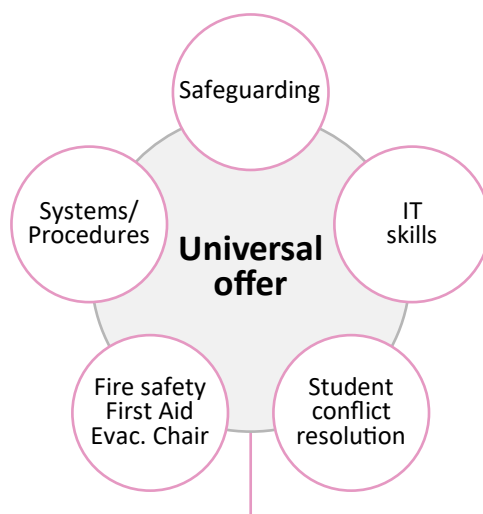
All teachers at UST have access to regular opportunities for training and development, both as individuals and as part of their wider faculty teams. This includes:

- Weekly teaching and learning briefings where colleagues share best practice
- Masterclasses for specific areas of pedagogical development
- Twilight sessions for extended faculty-based training
- Learning labs that allow teachers to conduct peer to peer observations
- Coaching from a team of external coaches.

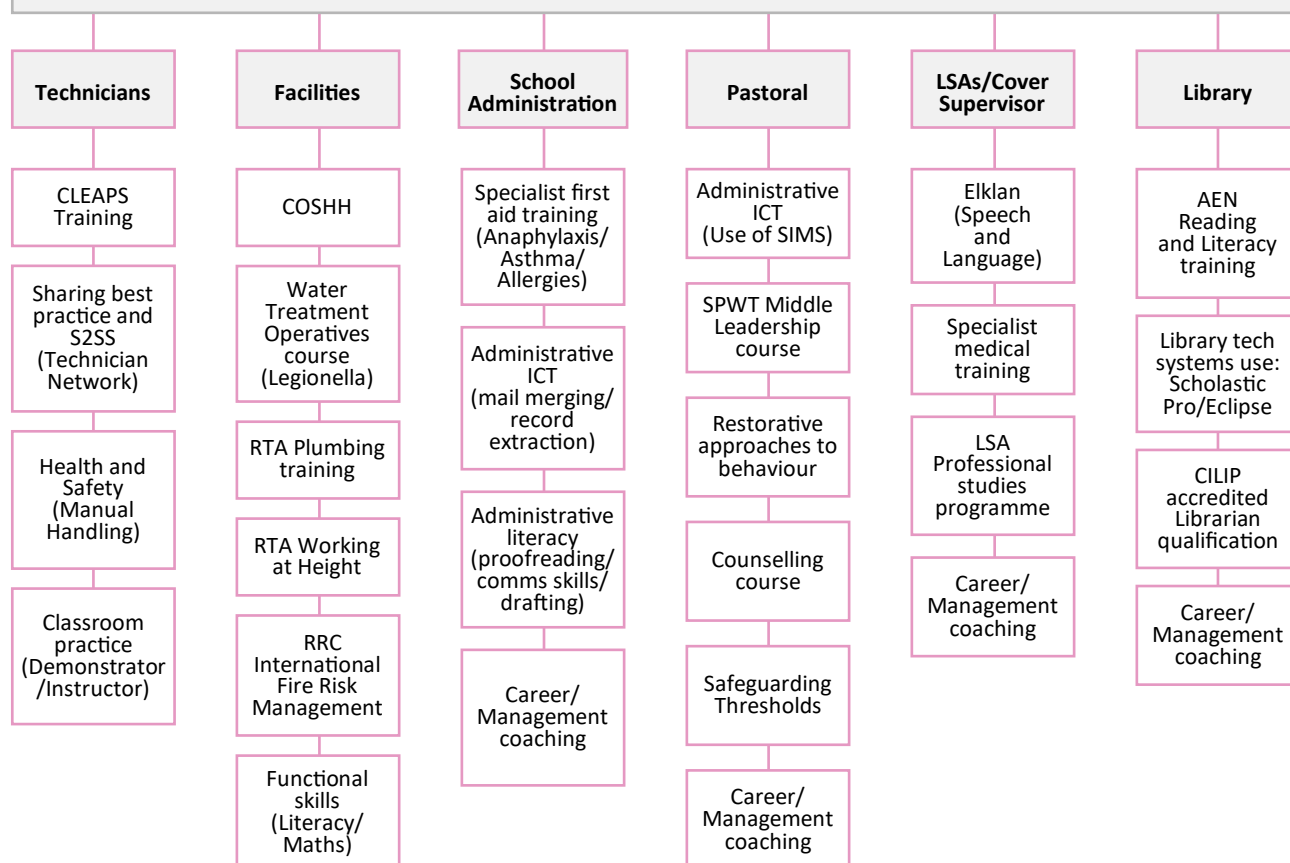
# Our CPD Offer: The Learning Community



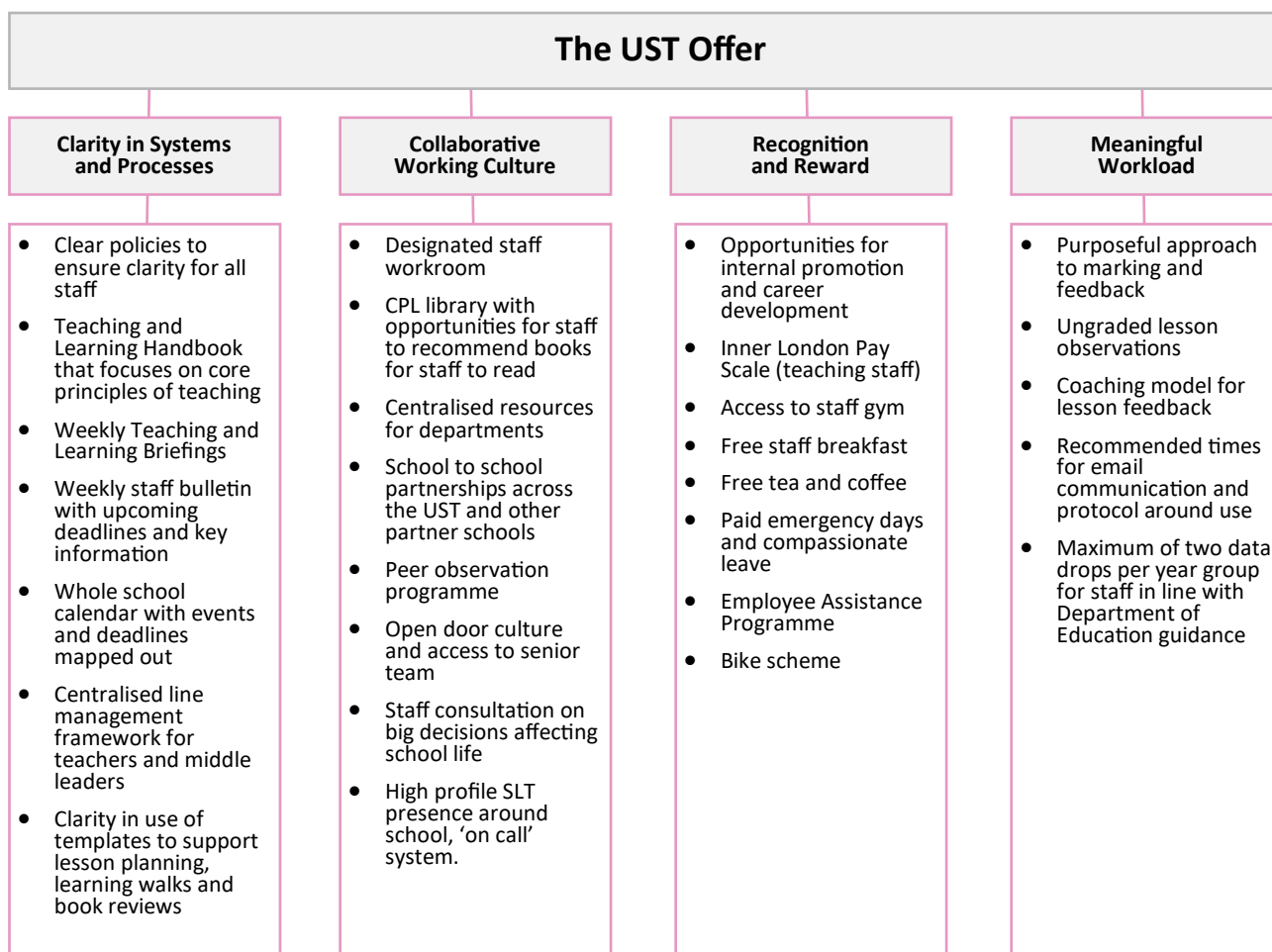
# Our CPD Offer: The School Community



## Bespoke career stage/training courses in addition to your universal offer



# Staff Benefits and Well-Being



UST is committed to ensuring that staff are supported and that their well-being is considered at school. To that end, these strategies are grouped into four broad areas:

- **Clarity in Systems and Processes -**  
Staff are given clear direction and that time can be managed effectively.
- **Collaborative Working Culture -**  
Staff are able to access peer to peer support and work together to minimise personal workload.
- **Recognition and Reward -**  
Staff feel valued for their contributions to the school and that staff are encouraged to go the extra mile.
- **Meaningful Workload -**  
Decisions made are mindful of staff workload and efficient working practice.

## Job Description

<b>Job title:</b>	Director of Education	<b>Full/Part time:</b>	Part-Time: .4
<b>Location:</b>	UST/Schools	<b>Grade:</b>	L23 - L27
<b>Responsible to:</b>	Trust Leader	<b>Responsible for:</b>	N/A

### Job description:

#### INTRODUCTION

The University Schools Trust (UST) is a unique partnership of six world-leading universities and four sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are challenged to achieve their best and we use our resources efficiently. Our values of communication, investigation, participation, networking, scholarship and vision are core to all our work.

As a small, growing and dynamic trust, we are small enough to know and care about the professional development of every single employee, and through our influential trust partners we have increased the scope of our work and the opportunities available to students and our staff.

#### OUR VISION

To provide transformational educational opportunities for pupils across London, setting the agenda for social mobility and sector-wide change.

#### MISSION STATEMENT

Our mission at UST is to improve the outcomes of all our pupils by ensuring we train, recruit and retain the highest calibre of staff across our workforce. Our teaching practice will be research led in partnership with our academic Trust sponsors and the evidence collated will influence local, national and international policy. We will share our best practice with others, extending our success and influence. A critical mass of schools will enable a flexible, school-to-school support structure which will ensure a platform to develop school leaders. Leaders at all levels will provide a systematic succession plan for our schools.

## **JOB PURPOSE**

The Director of Education is accountable overall to the Trust Leader of the University Schools Trust for ensuring the educational success of the schools within the overall framework of the UST strategic plan, as well as the individual school's strategic plans. They are responsible for providing strategic leadership across all aspects of the internal organisation, professional leadership, management and control of the schools. They create a culture of constant improvement and are an inspirational leader, committed to the highest achievement for all areas of the academies work.

The Director of Education will also lead the strategic development for the 'School of Education'. This role will provide innovative CPD, ITT and also broker support from school to school.

## **SPECIFIC RESPONSIBILITIES**

### **1. Shaping the Future (Strategic Leadership)**

- To lead by example, providing e-dynamic, consistent and motivational leadership, ensuring the successful delivery of the vision, ethos, aims and objectives of the UST.
- Gain commitment to the need for improvement, creating an environment of high expectations, creativity and aspiration.
- To work with each Executive Headteacher / Headteacher / Head of School and School Committees and under the guidance of the Trust Leader to develop the shared vision and strategic plan for the individual schools, and ensuring they are responsive to the communities they serve. At the core of this should be the educational and personal development of the pupils and staff across the UST schools.
- To create and implement a strategic plan, underpinned by sound financial planning, which identifies those priorities and targets that will lead to pupils achieving high standards and making progress, to teachers increasing their effectiveness, and securing rapid improvements.
- To constructively evaluate each school's performance and make sure performance targets are achieved, including those for vulnerable groups.
- To work with political and financial astuteness in planning for the future needs and further development of the schools within the UST, and their local, regional and national contexts.
- To ensure that the management, finance, organisation and administration of the academies/schools support the vision and aims of the Trust.
- To establish collaborative and open relationships with all stakeholders and particularly with Trustees and Local Governing Bodies.
- In conjunction with the Executive Headteacher / Headteacher / Head of School at each school, to secure the commitment of parents and the wider community to the vision and direction of the UST.
- To promote the UST, the schools and resources to a range of audiences.
- To co-ordinate and prepare the Standards Committee reports for Trustees.

## **2. Leading Learning and Teaching**

- To ensure the schools engage the learner through the creation of effective, interesting and relevant teaching and learning, with well-qualified and creative teachers and support staff.
- To secure and sustain effective, high quality teaching and learning by ensuring each Executive Headteacher / Headteacher / Head of School has in place sound strategies for monitoring and evaluating the quality of teaching and standards of pupils' achievement using benchmarks and setting targets for rapid improvement of all pupils including those in vulnerable groups.
- To agree a curriculum policy with the Trust Leader and School Committees to meet statutory and pupil requirements.
- To ensure that robust assessment and data analysis is used to set challenging targets.
- To identify and act on areas of improvement in relation to the curriculum and assessment through robust and effective monitoring and evaluation.
- To ensure that a high-quality educational experience is available for all pupils (whole-person as well as academic).
- To promote excellence in spiritual, moral, social and cultural education and development for all pupils.
- To ensure that effective and appropriate pastoral support is available to pupils in the schools.
- To develop an inclusive and supportive approach so that each school is a place where all pupils, and the wider school community, feel welcome.
- To secure approaches to behaviour that are based on the best restorative practices.
- To ensure each school has a flourishing enrichment programme.
- To ensure each school implements and develops a range of extra and cross curricular activities to enrich and broaden student experience with the support of the UST partners and local organisations.

## **3. Innovation - Innovative CPD, ITT and School to School Support**

- In collaboration with the Trust Leader, to develop 'The School of Education' in order to provide high quality training and support at all levels, so that the UST is able to support succession planning internally.
- To provide and share high quality CPD to all schools within the trust and where appropriate offer this training to other schools, academies and educational establishments outside of the Trust in order to improve leadership, management, teaching and outcomes for young people in the wider context.
- To provide the highest quality ITT for primary and secondary students.
- To engage with colleagues across the UST, supporting them in putting research at the forefront of innovative leadership, management, and teaching and learning, and where appropriate working with University and HE partners.

#### **4. Leading the Schools**

- To lead by example. To be personally visible and committed, whilst adopting a strong and flexible leadership style.
- To inform and update Chairs of Governors about their school.
- To attend Local Governing Body meetings when required.
- To communicate openly with the Trust Leader and the Local School Committees.
- To ensure that communication channels exist, enabling all staff to receive the required information in order to carry out their professional duties effectively.
- To ensure the Trust's environment is of a high standard and reflects the aspirations of the community.

#### **5. Managing the Organisation**

- To work with the Trust's Board, Trust Leader, School Committees, Headteachers and senior colleagues to recruit and retain staff of the highest quality.
- To work with the Trust's Board, Trust Leader, School Committees, Headteachers and senior colleagues to deploy all staff effectively in order to improve the quality of education provided.
- To monitor and evaluate overall provision within the schools to ensure value for money.
- To work with the UST's Director of Finance and Operations and Trust Leader to plan and manage the Trust's financial resources and maximise the level of external funding that is attracted to support the Trust's development.

#### **6. Securing Accountability**

- To secure robust school self-evaluation and quality assurance procedures.
- To establish mechanisms for reporting to all key stakeholders at agreed intervals.

#### **7. Strengthening Community**

- To build strong and constructive relationships with all Trustees.
- To support the development of the school within the community; strengthening partnerships with other schools, the LA, THEP and other services thereby enhancing community cohesion. To understand and respond appropriately to the diversity of the school community.
- To contribute to policies and practices which promote equality of opportunity and tackle prejudice.
- To evaluate and enhance the development of a curriculum which provides pupils with opportunities to enhance their learning within the wider community.
- To promote and model good relationships with parents, involving parents as true partners in their children's education in order to support and improve pupils' achievement.

## **COMMON ROLES OF ALL TRUST MEMBERS**

### **Leadership: Vision and Values**

- To lead by example, providing inspiration and motivation. To embody for the students, staff, trustees, governors, parents and wider community the vision, purpose and leadership of the Trust.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people.
- To assist in the development of a culture and environment in which young people thrive and to drive innovation.
- To lead and contribute to an ethos in the Trust where well-being and respect are at the heart of the Trust and each student is valued and nurtured to develop personally and educationally.

### **Leading and Managing Others and Self**

- To take responsibility for the day-to-day management of designated staff.
- To develop and maintain a culture of high expectations for self and others.
- To regularly review own practice, set personal targets and take responsibility for own development.
- To actively engage in the performance review process.
- To work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, colleagues and visitors.
- To adhere to Trust policies and procedures.

### **Additional Requirements**

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the postholder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Trust is committed to safeguarding, child protection and promoting the welfare of children and young people. It expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- To undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- To complete any training required to improve performance and take part in the school performance management systems (where relevant).
- To undertake such other duties as are commensurate with the post and which may reasonably be required by the Trust.

## **JOB DESCRIPTION AGREEMENT**

The post holder will be line managed and appraisal managed by: Trust Leader

The above job description was agreed on ..... (date). It may be reviewed and/or amended at any time but before this happens you will be given appropriate opportunities to discuss the proposed amendments. It will be reviewed as part of the annual appraisal process.

.....

Signed by (Post holder)

.....

Signed by (Trust Leader)

## Person Specification

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Graduate with Qualified Teacher Status.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Achieved NPQH or recent Headship experience.</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience of working as an Ofsted Inspector, NLE or in a School Improvement capacity.</li> </ul>		✓
Key Skills and Abilities	Essential	Desirable
<ul style="list-style-type: none"> <li>Proven ability to develop, communicate and successfully implement strategies.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to generate and deliver collective vision and shared purpose.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to create, build and retain effective staffing structures.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Sufficient numeracy skills to interpret statistical data, and manage budgets.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>An understanding of and competent use of ICT to aid and promote the quality of teaching, learning and administration.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Excellent organisational skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Well-developed interpersonal and communication skills.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to monitor and evaluate the work of others; to offer support and intervention where necessary.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to inspire, challenge, motivate and empower teams and individuals to achieve high performance.</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Proven ability to lead an organisation successfully through a period of change.</li> </ul>	✓	

<b>Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
• Up to date knowledge in subject, national policy, pedagogy, classroom management strategies, inspection findings and statutory requirements.	✓	
• Have a thorough understanding of curriculum development.	✓	
• Experience of senior management at headteacher or executive principal level.	✓	
• Proven experience of developing good working relationships with all stakeholders.	✓	
• A proven track record of successful leadership and delivery of learning.	✓	
• Evidence of collaborative and inspirational leadership skills.	✓	
• Experience in the analysis of performance data for the purposes of target setting and evaluation.	✓	
• Experience of monitoring and improving the quality of teaching and learning.	✓	
<b>Personal Attributes</b>	<b>Essential</b>	<b>Desirable</b>
• Commitment to the aims of the schools, working together as a Trust.	✓	
• Demonstrate personal enthusiasm and commitment to leadership aimed at making a positive difference to children and young people and raising standards.	✓	
• Demonstrate personal and professional integrity, including modelling values and vision.	✓	
• Self-motivated with drive, initiative and high degree of pro-activity.	✓	
• Sense of humour and equable temperament.	✓	
• Commitment to working as a positive and constructive team member.	✓	
• Commitment to Equal Opportunities.	✓	
• Confidentiality and diplomacy.	✓	
• Strategic and analytical thinking.	✓	
• Organisation-wide holistic approach.	✓	

# Key Benefits and Terms

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## **Pay:**

The pay range will need to reflect L23 - L27 (0.4 fte) £31,326 pa - £34,231 pa based on a full time equivalent (1.00 fte) salary of £78,316 pa - £85,577 pa.

## **Conditions of Service**

Will be in accordance with London Borough of Tower Hamlets conditions of service for senior managers and local Trust terms and conditions of employment.

## **Hours:**

14 hours per week (0.4 fte) based on a full time equivalent (1.00 fte) of 35 hours per week.

There will be occasions, for the proper performance of the post's responsibilities, that a requirement to attend evening meetings will be made and to work additional hours in excess of normal working hours.

## **Annual Leave:**

13 days per annum (0.4 fte) + an additional 2 days (0.4 fte), after 5 years of continuous service with the Trust. This is based on a full time equivalent entitlement (1.00 fte) of 32 days per annum + an additional 5 days after 5 years of continuous service. In addition, employees will receive leave and payment for the 8 public holidays and the 4 annual statutory/concessionary days in line with their contract of employment.

## **Pension Scheme:**

Local Government Pension Scheme (LGPS).

## **Notice Period:**

Three months.

## **Place of Work:**

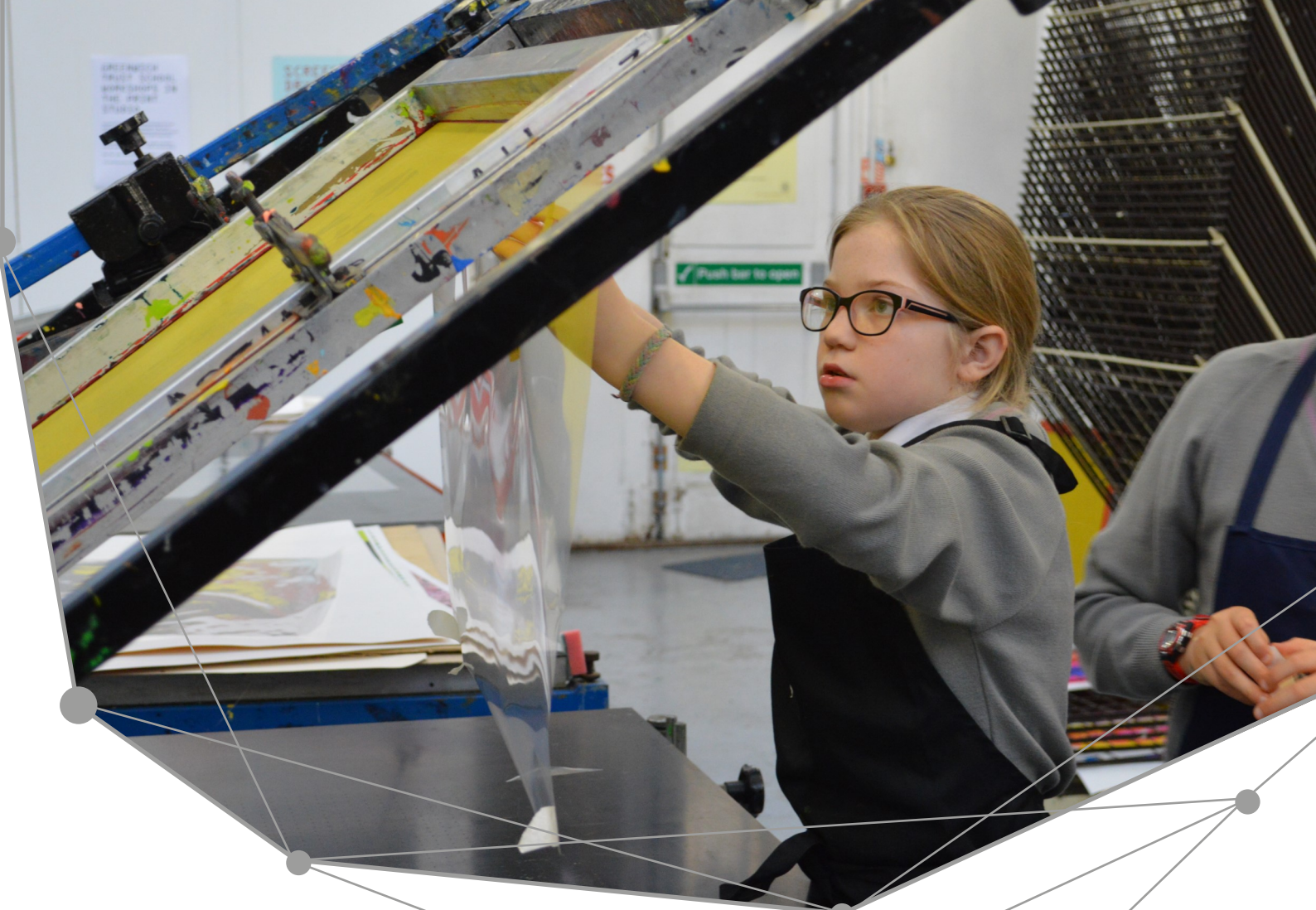
The postholder will be required to work across the three main Trust sites as detailed in the job description.

## **Training and Development:**

Access to personal and professional development opportunities on agreement of the Trust Leader.

## **Disclosure and Barring Check:**

The successful candidate will be required to undergo an enhanced DBS Check.



# Application and Selection Process

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All applications will be acknowledged and there is a nominal closing date for this role. Candidates are encouraged to submit their applications as soon as possible as preliminary shortlisting may begin as soon as they are received.

## To apply please:

- Visit <https://ats-ust.jgp.co.uk/vacancies/> and follow the link to complete your application form.
- Provide a personal statement which demonstrates your suitability for this role based on your experiences and achievements to date.
- Provide two professional references, one of whom must be your current Headteacher/ employer.

## Key Dates

Closing date for applications: 9.00 am, Monday 21<sup>st</sup> September 2020  
Interview date: w/b 28<sup>th</sup> September 2020

## Further Information

To arrange a confidential and informal discussion about this role and/or visit, please email Gill Kemp, Trust Leader, at [gkemp@ust.london](mailto:gkemp@ust.london).

You may also visit our Trust website [www.ust.london](http://www.ust.london).





# UST

University Schools Trust

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