



## Job description

### **Education Director/Hub Leader - Greater Manchester**

**Location:** 1 Angel Square, Manchester with travel required to academies across the Trust

**Responsible to:** Director of the Trust

**Salary:** £100k with further possible progression to £115,000 plus benefits

#### **Job Purpose:**

To provide leadership and management for educational and operational matters for the Co-op Academies Trust Board and its individual academies in the Greater Manchester area. To contribute as a senior member of the Trust Management team to ensure that all academies are delivering the highest possible educational provision and achieving excellent outcomes for pupils and students within a co-operative ethos. Be an effective ambassador for the trust in the region, taking a leading role in identifying further opportunities for the benefit of all Trust academies. Further develop the strong relationship that exists with the sponsor, the Co-op, and support the leveraging of benefits for children, staff and communities for the Trust. Drive forward the power of co-operation as a way of living, working and learning so that the academies are seen as exemplars of best practice in this work. Deputise for the Director of the Trust, when required and be responsible for the establishment and operational work of the Hub office serving the area.

#### **Key responsibilities:**

##### **Strategic leadership role (as key member of the senior team supporting the Trust Board)**

- Be a significant leader and manager in the Trust and take a key role in important decisions
- Lead on educational matters including the identification and development of future acquisitions
- Advise the Trust Board and Local Governing Bodies (LGBs) on key educational and operational matters
- Lead on the performance management of headteachers and Principals in the area
- Support the work of chairs of governors and other senior governors in the area
- Provide coaching, guidance and support to headteachers, Principals and other senior staff in the academies
- Be a strong advocate for co-operative values, principles and approaches
- Develop relationships across the Co-op and support the leveraging of benefits for children, staff and communities in the Trust
- Be an active and supportive member of the Trust's management team
- Strive hard to achieve the Trust's ambitious strategic plan
- Work with the Finance and Resource Director to create and ensure the efficient work of the Hub back office support team serving the area



## **Academy performance and improvement**

- Review and challenge self-evaluations and development plans produced by the academies
- Provide academy improvement support, advice and challenge to existing academies.
- Liaise effectively with other trust staff responsible for the development and implementation of the professional development programme
  
- Ensure all academies meet the Trust's strategic priorities in terms of student, staff and community outcomes
- Monitor the performance of each of the Trust's academies in the area (overseeing the preparation and analysis of progress in meeting key strategic objectives, risk assessments, categorisation process for each academy)
- Liaise with other Trust staff in the deployment of central consultants for academy improvement work and reviewing the Trust's CPD programme including the IRIS technology
- Commission school improvement and subject support as required.
- Work with other Trust staff in strategic support, training and advice to the Local Governing Body of each academy, attending termly meetings.
- Work with the chair of governors to undertake the performance management of the headteacher/Principal on behalf of the Director of the Trust.
- Conduct a regular cycle of meetings with the Chair, Principal and senior leaders of each academy.
- Lead and develop termly network meetings for Principals/headteachers and other senior staff in the area as well as share the leadership of similar meetings across the trust.
- Act as a conduit between the Director of the Trust and each academy's headteacher/Principal.
- Be the Trust's representative, providing support for all senior leadership appointments in each of the academies across the region
- Make regular progress reports to the Director of the Trust, the Trust Board and LGBs when required.

## **Growth & development of the Trust**

- Actively seek and engage in the appraisal of opportunities to expand the number of academies within the Trust & to make recommendations to the Director of Trust as to the suitability of such opportunities.
- Evaluate the implications of potential incoming academies and successfully incorporate them into the Trust
- Identify further income generation opportunities for individual academies and for the Trust in general
- Provide education support to new schools and academies joining the Trust in the area
- Ensure effective relationships are maintained with key local partners including approved educational partners for the Trust, local authorities, higher education establishments, Ofsted and the Regional Commissioner



## **Other educational and operational matters**

- Contribute to the formulating and drafting of Trust-wide education and other trust policies.
- Maintain leading edge knowledge and understanding of effective school/academy improvement, with a focus on assessment, tracking and effective data analysis.
- Ensure all budgets relevant to the post and the hub back office support team are managed and monitored effectively and that resources are used efficiently.
- Implement a cycle of meetings with the RSC, LA Directors of Education and other key individuals within the region.

## **Additional responsibilities**

- Offer secondary and Post 16 insight alongside the development of a relevant curriculum offer

## **Other responsibilities**

- Contribute to the wider life of the Trust, its academies and its community through out of hours and partnership work.
- Carry out any such duties as may be reasonably required by the Director of the Trust.
- Demonstrate commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.



## Person specification

### Core Competencies

Demonstrate and provide evidence of the following:

No	CATEGORIES	Essential / Desirable	Assessed by:	
			App Form	Interview
<b>QUALIFICATIONS</b>				
1.	A degree qualification or equivalent	<b>E</b>	<input type="checkbox"/>	
2.	Qualified Teacher Status	<b>E</b>	<input type="checkbox"/>	
3.	PGCE	<b>D</b>	<input type="checkbox"/>	
4.	Evidence of Continuous Professional Development	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Masters Level Degree	<b>D</b>	<input type="checkbox"/>	
<b>EXPERIENCE</b>				
6.	Strong record of educational leadership: raising standards, achieving outstanding results and having personal impact in the secondary phase	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Track record of leading successfully beyond a single institution – influencing and supporting other leaders to achieve success	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Experience of developing and delivering successful school/academy improvement programmes across institutions and regions	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Experience of successfully coaching, mentoring and challenging senior staff	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Achieved high levels of professional credibility with highly effective school/academy leaders and other leaders in education including those with a national profile	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Experience of working with a senior board to shape and implement an organisation’s long term strategy and enable it to achieve its objectives	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>



12.	Significant experience of working with partners including senior government and local government officials and teams to develop high quality, shared systems	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Experience of designing, tracking, monitoring, evaluating and reporting on systems capable of bringing about outstanding outcomes	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Experience of running a diverse organisation managing budgets, people and resources effectively	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Experience of project and programme management	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
16.	Highly skilled at evaluating a school/academy and understanding what is required to generate improvement, with a proven aptitude for coaching and supporting leaders	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Able to demonstrate how the power of co-operation can lead to outstanding outcomes for children and young people	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Ability to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>

19.	Effective partnership working skills – able to build and draw on the strengths of others to generate outstanding results	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Skilled in developing a culture of outstanding performance and supporting improvements in standards, in teaching and learning and in behaviour	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Strong verbal and written communication skills	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Ability to interpret complex data	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Excellent report writing skills	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Ability to build strong working relationships with trust board members, local governors, headteachers/Principals and academy staff	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>



25.	Excellent IT skills, including the ability to use social media to enhance the trust's reputation and improve the pupil/students' learning	<b>E</b>	<input type="checkbox"/>	
26.	Knowledge and understanding of people, governance and budget management and financial systems	<b>E</b>	<input type="checkbox"/>	
27.	Excellent interpersonal skills and emotional intelligence	<b>E</b>		<input type="checkbox"/>
28.	Being available and approachable to staff at all levels	<b>E</b>	<input type="checkbox"/>	
29.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards	<b>E</b>	<input type="checkbox"/>	
<b>PERSONAL QUALITIES</b>				
30.	A firm belief in the values and principles of the co-operative movement	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
31.	A strong commitment to the trust and its strategic objectives	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>
32.	A positive mindset and a good work companion	<b>E</b>	<input type="checkbox"/>	<input type="checkbox"/>

The Co-op Academies Trust, as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. Appointment to this post is subject to an enhanced DBS disclosure.