

AQUINAS CHURCH OF ENGLAND EDUCATION TRUST

www.aquinastrust.org

Application Pack

Deputy Director of Education (Inclusion)

Required: Start of Academic Year 2024/25 (Flexible)

FTE Salary: £65,629 - £75,478 (0.6/0.8 FTE)

Deputy Director of Education (Inclusion)

Aquinas Church of England Education Trust is looking for a Deputy Director of Education (Inclusion) to join the Central Education Leadership Team. The successful candidate will lead in the development and delivery of our inclusion practices, helping to support our drive to ensure all our pupils experience an exceptional education.

Supported by an experienced team of education professionals both in the central team and in the schools, the post holder will be making a difference to the lives and opportunities of the children and young people with SEND in our care. At Aquinas we believe in the promise of *'Life Transforming Learning'*, and if you think you could help to contribute to this goal we would be excited to hear from you.

This position is being offered on a flexible part-time basis of either 3 or 4 days per week. The successful candidate will be expected to work across all of our academies, which span both Bromley, Kent and Rye, East Sussex.

We welcome applications from experienced senior leaders from any phase of education. The successful candidate will be NASENCO qualified.

Our ideal candidate will:

- Be able to articulate an ambitious vision for pupils of various backgrounds, including pupil premium, disadvantage and SEND.
- Have a passion for school improvement and development.
- Champion best practice and promote a culture of continuous improvement.
- Drive collaboration to enhance the educational experiences of all pupils across the trust.
- Hold demonstrable experience in working to improve the education of children and young people.
- Ensure that the quality of education for students with SEND and those students from disadvantaged backgrounds is ambitious and high quality.
- Understand the role of curriculum in a school improvement model.
- Have held a position in a Senior Leadership Team within a school/academy or within a trust.
- Hold Qualified Teacher Status, along with a good Honours Degree.
- Preferably have completed an NPQH and/or NPQEL or be willing to undertake this qualification.

In return, we offer:

- A unique opportunity for a committed professional to influence and shape the education delivered by a Trust with over 4,500 pupils on roll.
- A happy community committed to delivering *'Life Transforming Learning'*.
- A career path for experienced senior leaders that runs adjacent to seeking a Headship.
- A position within an extremely skilled and knowledgeable Central Education Team.
- An office base within our training and development centre, based in Bromley.
- Mentoring and experienced Leadership by the Trust Executive Team.

Aquinas CE Education Trust is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.

THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **Monday 13th May 2024 - midday**

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

- Shortlisting: **Wednesday 15th May 2024**

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained. All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates may have their references taken-up before any interview – unless explicitly requested in your application.

INTERVIEWS

Candidates will be invited for interview.

- Interviews will take place on **Thursday 23rd May 2024**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **Start of Academic Year 2024/25 (Flexible for the Right Candidate)**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to Aquinas.recruitment@aquinastrust.org. Alternatively, submit your application to the HR Director, Aquinas, Magpie Hall Lane, Bromley, BR2 8HZ.

All sections of the form should be completed as clearly and fully as possible. Please note CVs will not be accepted in place of a completed application form. A signed copy of your application form will be required prior to interview. Please note that we reserve the right to close a recruitment process early at any time.

If you would like to discuss the role prior to application, please contact Stephanie Ballard, Executive Assistant to arrange a phone conversation with the Director of Education – 0203 949 7006, or stephanie.ballard@aquinastrust.org

RETENTION OF INFORMATION

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records policy.

JOB DESCRIPTION

DETAILS

Job Title:	Deputy Director of Education (Inclusion)
Grade:	Leadership 12 – Leadership 18
Full Time Salary Range:	£65,629 - £75,478
Actual Salary Range 0.6:	£39,377.40 - £45,286.40
Actual Salary Range 0.8:	£52,503.20 - £60,382.40
Contract:	0.6/0.8 FTE
Reports to:	Education Director, Chief Executive

THE ROLE

The Deputy Director of Education (Inclusion) will be responsible for creating, developing and implementing a strategic and sustainable Trust approach to promoting excellent provision for vulnerable pupils. Including determining the strategic development of the Trust SEND policy and provision to raise the achievement of all children with special education needs; those eligible for pupil premium; and those identified as vulnerable. Alongside this, the post holder will provide leadership and expert professional advice in all aspects of inclusion.

The post holder will report primarily to the Director of Education and will play a central role in shaping the direction and development of Aquinas.

The post holder has a clear understanding of the MAT environment and is strategic, ambitious, and innovative, committed to ensuring children are given the best life chances possible. Engaging stakeholders from all levels within the organisation are crucial to success, and the post holder will be an ambitious and talented leader.

AREA OF RESPONSIBILITY AND KEY TASKS

GENERAL DUTIES

- Approach school SEND and Inclusion sensitively across two distinct local contexts in both Rye (East Sussex) and Bromley.
- Contribute to the benefit of working within a multi-academy Trust by ensuring parity and fair access to resources between our sites.
- Work alongside the Education Directors and other colleagues within the Education team to develop a trust-wide strategy for improving outcomes in both phases, particularly for SEND pupils and those from disadvantaged areas.
- Work with the Education Directors and Education team to further develop the Aquinas offer to pupils.
- Work with the Secondary Education Director and Education team to further develop secondary phase curricula to ensure they lead to strong outcomes across the Trust.
- Ensure high-quality curricula enable effective progression between primary and secondary phases and realise a 'dividend' for those pupils who remain in our trust for the duration of their education.
- Understand the relationship between curriculum, teaching, learning and assessment and the actions needed to be taken to improve efficiency within the model.

- Develop a consistent approach to early reading and rapidly supporting struggling readers in the secondary phase so that all pupils can access an ambitious curriculum.
- Use data effectively to accurately evaluate the impact of chosen initiatives.
- Assist Headteachers and the Executive team in the development, implementation, and evaluation of school improvement plans.
- Work with Headteachers and the Training and Development Director to coordinate and deliver appropriate professional development for teachers and associates.
- Coach senior leaders, subject leaders and other members of staff.
- work with the Primary Director to coordinate the Trust curriculum networks and develop further Network leaders across the Trust.
- Support and challenge schools on priority setting, self-evaluation and educational under-achievement.
- Support the leadership and development of action research groups to develop pedagogy across Aquinas.
- Contribute to the succession planning strategy to retain and develop expertise within the Trust, including brokering development opportunities such as secondments and placements across the Trust.
- Support the induction of new schools into the Trust.

INCLUSION

- Ensure that the quality of education for students with SEND and those students from disadvantaged backgrounds is ambitious and high quality
- To lead on a portfolio of school specific leadership responsibilities as may be required from time to time in support of individual schools.
- Being accountable for the progress made towards meeting the Trust's development targets.
- Drafting policies and procedures, ensuring they take account of statutory requirements and/or national and local priorities and promote collective responsibility for their implementation.
- To inspire by example, setting high standards of leadership in support of outstanding student progress.
- Reporting national and local educational strategies and developments to all staff and as appropriate.
- Work with other Central Education Team colleagues to support schools in their compliance.
- Play a full part in both pre- and post-OFSTED preparation and planning initiatives designed to support continuous school improvement.
- Always maintain confidentiality.
- promote and safeguard the welfare of children and young people at the school.
- Play a full part in quality assurance visits to schools

TRAINING

The Trust is committed to the development and progression of all staff. Staff are encouraged to attend training courses appropriate to their own and department's needs. These include external courses, internal workshops, staff meetings and departmental training. The successful candidate will be required to undertake training to fulfil the requirements of the post.

The postholder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

SAFEGUARDING

All colleagues have the responsibility for promoting the safeguarding and welfare of children. All colleagues should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

VARIATIONS

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

PERSON SPECIFICATION

DEPUTY DIRECTOR OF EDUCATION (INCLUSION)

Skills	<p>Essential</p> <ul style="list-style-type: none"> • Established and evidenced practice as a highly impactful teacher and leader. • Evidence of continuous professional development. • Strong record of educational leadership including demonstrably raising standards, improving academic outcomes and having personal impact. • The highest levels of integrity and probity. • Able to interpret and present complex data. • Professional and approachable. • Tactful and diplomatic. <p>Desirable</p> <ul style="list-style-type: none"> • Skilled at evaluating a school and understanding what is required for rapid and sustained school improvement. • Able to develop collaborative working for mutual benefit and sustained improvement.
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • ICT proficient in Microsoft Office (Word, Excel and Outlook). • Have a working knowledge of the Education Inspection Framework (EIF) and what it looks like in practice. <p>Desirable</p> <ul style="list-style-type: none"> • Have an understanding of Integrated Curriculum Financial Planning (ICFP) and how it can be used as a tool to improve schools.
Qualifications	<p>Essential</p> <ul style="list-style-type: none"> • Hold Qualified Teacher Status, along with a good Honours Degree. • GCSE Maths & English Grade C/4 or equivalent. • NASENCO qualified or able to become qualified within three years of start date <p>Desirable</p> <ul style="list-style-type: none"> • Have completed an NPQH and/ or NPQEL or be willing to undertake this qualification.
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Have held a position in a Senior Leadership Team within a school /academy. • Experience in improving curriculum, teaching, learning and assessment to the benefit of all pupils, in particular disadvantaged pupils (including pupils with SEND). • Experience of successful implementation at scale of evidence-informed practice. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of evaluating, reviewing and developing systems, procedures and structures to raise standards.

	<ul style="list-style-type: none"> • Experience in the analysis of performance data for the purposes of target setting and evaluation. • Experience of successfully supporting through coaching and mentoring, and challenging other senior leaders. • To have experience of working as a lead practitioner or similar role across a trust.
Special Conditions	<ul style="list-style-type: none"> • Experience of working with Senior Leadership Teams, School Improvement Partners and other key stakeholders. • An understanding of, and commitment to, Equality, Diversity and Inclusion. • A sense of humour!
Other	<ul style="list-style-type: none"> • Be able to impress those around you with a sense of purpose and commitment to the trust and team. • A knowledge of health and safety, and equal opportunities in the workplace.

HEALTH & SAFETY FUNCTIONS

This section is to make you aware of any health and safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	
Occupational Driving	
Lone Working	
Working at height	
Shift / night work	
Working with hazardous substances	
Using power tools	
Exposure to noise and /or vibration	
Food handling	
Exposure to blood /body fluids	

BENEFITS OF WORKING WITH AQUINAS

LEASE AN ELECTRIC VEHICLE...

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus
electric vehicles

TREATING YOU AS A PROFESSIONAL...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

health assured