

THE HOWARD
Academy Trust

Candidate Briefing Pack

Assistant Director of Education





Welcome to The Howard Academy Trust

Thank you for your interest in working for The Howard Academy Trust. We are very excited to be recruiting for the new role of Assistant Director of Education. We currently comprise of 3 secondary and 4 primary academies in Medway and Kent. We have future growth plans as a Multi Academy Trust with major projects taking place across the organisation.

Our overarching aim and vision for our member schools is “working together to create a community of successful learners”. In doing this, we will deliver an outstanding education for the children and young people who attend our academies. We endeavour to ensure that all our pupils have access to the highest standards of teaching, resources and opportunities. The Trust’s role is to oversee the leadership and vision of member schools and to develop effective and supportive partnerships between them. We have a firm belief within the Trust that every child should have access to at least a good education.

We are proud that every academy inspected since joining our Trust has remained as a Good school or improved their Ofsted Rating. Both Temple Mill Primary School and Waterfront UTC joined the Trust as sponsored academies and have moved from Special Measures to a Good school on their first inspection. Our schools serve their own community, and each has a unique identity. Being part of this Multi Academy Trust has already provided member schools with practical benefits. We want communities to be proud of their local THAT school and we are determined to make it the first choice for all families.

Within the education sector we are working at a time when there are high complexities and challenges within the system. Despite these challenges we maintain the belief that every child in our academies has the entitlement to an excellent education every single day.

As Chief Executive, I am enormously proud of our schools and of the leaders, governors, teachers and support staff who every day ensure our pupils enjoy and make good progress in their learning.

Thank you again for your interest in working for The Howard Academy Trust, if this role interests and excites you, we want to hear from you!

Owen McColgan
Chief Executive
The Howard Academy Trust





Working together to build a community of successful learners

Vision and Values

Learning and growth are at the heart of The Howard Academy Trust ethos. We strongly advocate that all members of our community have the opportunity to become the very best that they can be. We recognise and value the unique talents and expertise within our community and aim to create a culture of dignity, inclusivity, respect and ambition, where all can thrive.

This is achieved through:

Excellent teaching and learning that promotes inclusivity;

Regular opportunities for collaborative CPD to ensure best practice across academies;

A proactive network for joint working across academies, for staff at various career stages;

The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;

The unique character of each academy is valued and contributes to the THAT whole Trust ethos;

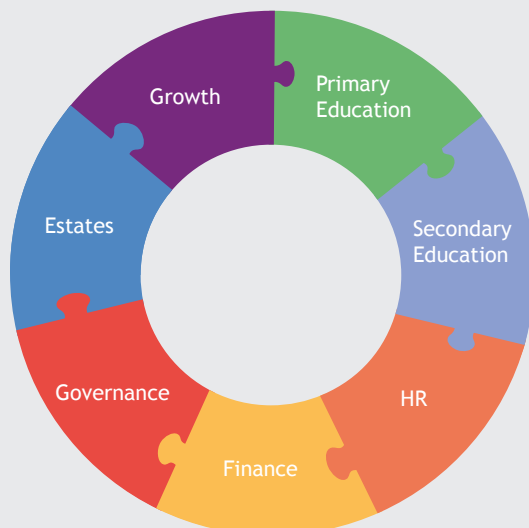
Shared whole Trust values of dignity, respect and ambition;

High aspirations for all involved with the Trust and a solutions led approach;

Each academy is a hub for its local community and families;

Facing outwards and working in collaboration with other organisations and stakeholders;

A centralised team that allows academies leaders to focus on their core purpose of education.



Strategic Priorities

Continuously improving the quality of provision of all our academies and enhance pupil outcomes across the Trust.

Provide excellent teaching and learning that promotes inclusivity.

Continue to build the profile of THAT to support further growth within the Southeast.

Champion our THAT People Strategy to retain, recruit, develop and reward an excellent workforce.

Ensuring a financially viable and sustainable MAT with a strong business infrastructure.

Ensuring effective leadership and governance at all levels.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Temple Mill Primary School
240 Pupils on Roll
Rated Good by Ofsted
Located in Strood, Kent



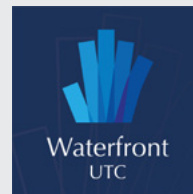
Deanwood Primary School
230 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Thames View Primary School
468 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Miers Court Primary School
400 Pupils on Roll
Rated Good by Ofsted
Located in Rainham, Kent



Waterfront UTC
250 Pupils on Roll
Rated Good by Ofsted
Located in Gillingham, Kent



The Abbey School
1,200 Pupils on Roll
Located in Faversham, Kent

Further information about our
academies can be found at
www.thatrust.org.uk



An exciting opportunity

working for The Howard Academy Trust

We are looking for an exceptional leader with the ability to lead improvements in standards across a group of schools. The role will be based across a range of academies within the Trust and dedicated office space will be provided at The Howard Academy Trust Head Office based at Waterfront UTC.

You will bring a strong school improvement focus with the ability to identify priorities and put in place action plans and interventions to secure rapid improvement. The post holder will work strategically and operationally, modelling best practice in leadership. This role may require the individual to act in a Headship role or to bolster leadership capacity for a period of time across trust schools.

The post holder will be required to have a track record of successful school leadership with a clear understanding of what “excellence” looks like. The post holder will initially line manage four Heads of School within the Trust but will also be required to support Heads of School across the group, holding them to account for standards and outcomes, and where necessary coaching and guiding them to enhance their leadership practice. This role will in turn will be held to account for the standards and outcomes in schools.

The post holder will also hold strategic responsibilities and shared responsibilities which they will be expected to deliver across the Trust.

Application Process

Assistant Director of Education

We are seeking to appoint the best possible candidate and therefore the application process will reflect our desire to undertake all necessary measures to achieve this.

Suitable and interested candidates are invited to discuss the role in the first instance with our Chief Executive, Owen McColgan, by arranging a Teams call or a visit. A follow up visit to discuss the role can be arranged if requested with our Education Director, Cathy Reid.

To schedule an appointment, please contact Kayleigh Tilley, PA to the Chief Executive on ktilley@thatrust.org.uk or by calling 01634 265770 (option 4). We welcome applications from suitably experienced and interested applicants by submitting your full application on www.thatrust.org.uk/vacancies

Application guidelines

- Your supporting statement should be structured around the key requirements of the role as set out in this application pack, providing relevant examples from your career to date which demonstrate why you are a suitable candidate for this role.
- All documents/material must be submitted electronically in one application.
- All fields must be completed as part of the standard application format.
- Additional documents such as a CV, supporting statement, letter of application, etc can also be uploaded.
- Please ensure that a minimum of two referees are included in your application - your referees will be contacted on the basis that you have been shortlisted and invited to interview, unless you specifically request otherwise. Due to the senior nature of this role, suitable referees include senior executives and board directors.

Closing date for applications: Thursday 20th April 2023, 9.00am

Shortlisting committee: Thursday 20th April 2023 (successful candidates informed afterwards)

Interviews: Thursday 27th and Friday 28th April 2023

We request that all shortlisted candidates make themselves available on both days. We do not envisage that all shortlisted candidates will be taken through to day 2. Those who are, will be required to attend for one full panel interview only at a time provided at the end of day 1.

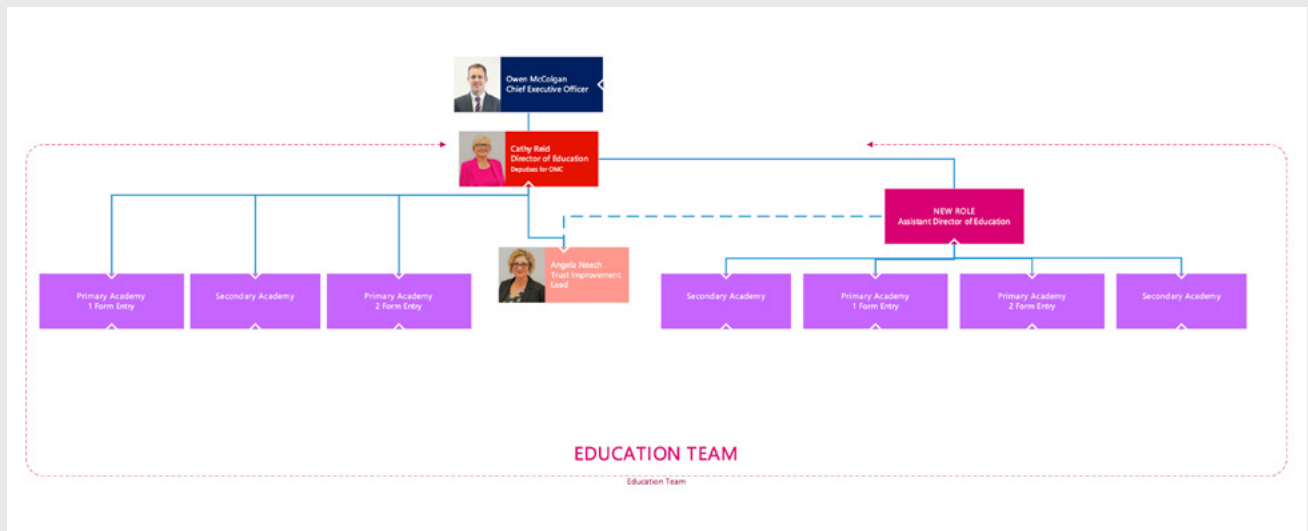
All applications will be acknowledged on receipt.

If you have any queries on any aspect of the application process or need additional information, please contact Fiona Barnard (Head of HR) - fbarnard@thatrust.org.uk

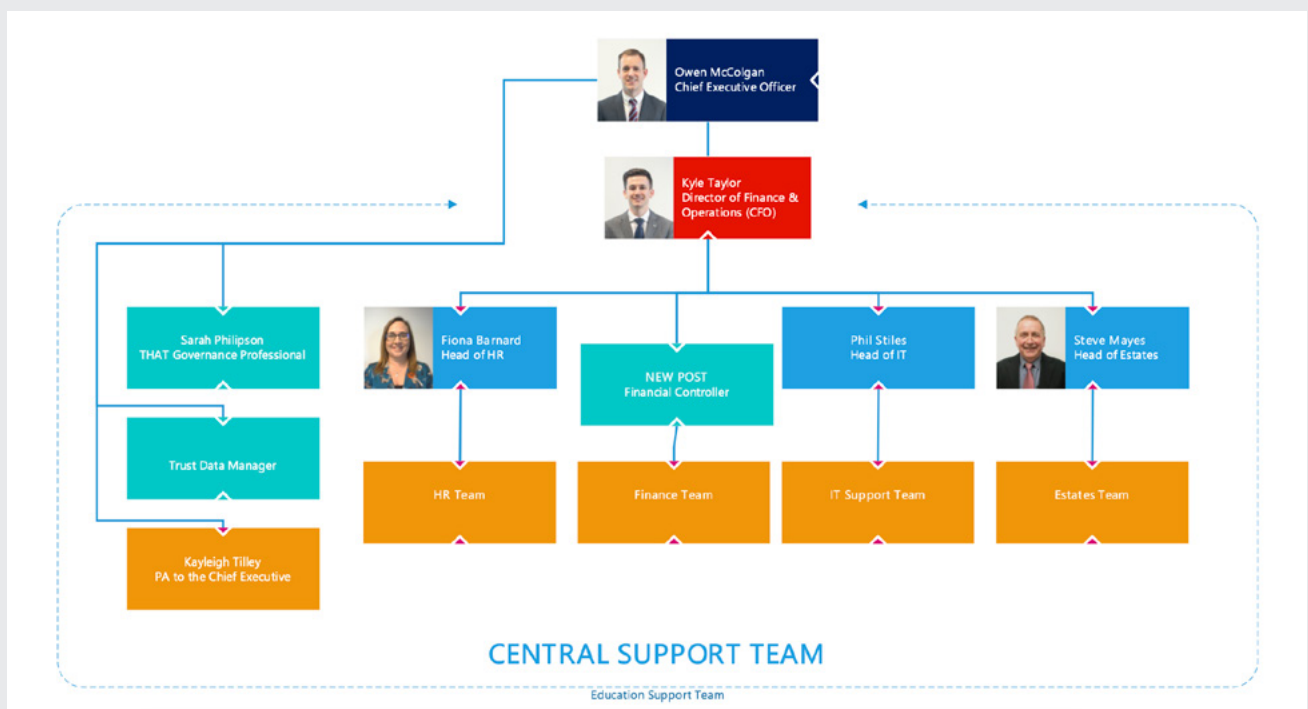


Our Organisational Structure

The THAT organisational structure consists of two separate directorates. These are the Education Team which consists of staff which are primarily student facing and either support our academies or are the Heads of School within our academies.



The second directorate within The Howard Academy Trust is the Education Support Team. This team provides centralised services to all academies within the Trust across Finance, Human Resources, ICT and Estates.



Our Locations



Temple Mill
Primary School



Thames View
Primary School



Waterfront
UTC



The Howard
School



Miers Court
Primary School



Deanwood
Primary School



The Abbey
School

Our Context



Total Staff

567



Teachers

246



Support Staff

321

4242
Students on Roll

Primary Students

1310

Secondary Students

2932

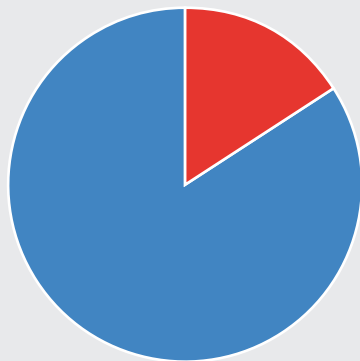
Pupil Premium

21.7%



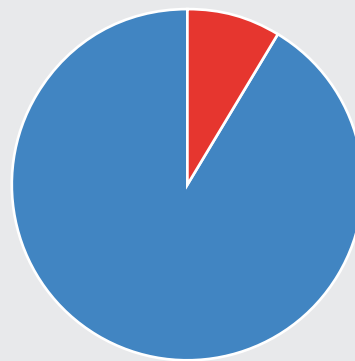
Free School Meals

20.8%



16.08%

SEN



8.7%

EAL



Working for The Howard Academy Trust

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do. Since 2020, The Howard Academy Trust has received the Gold Kent & Medway Workplace Wellbeing Award and we continue to make advances in emotional, physical and professional wellbeing.



Financial

- A competitive salary for both teaching and support staff, with annual pay progression and a robust performance development scheme underway.
- Subsidised Private Healthcare with Benenden Health.
- All staff are automatically enrolled into the Teacher and Local Government pension scheme with attractive employer contribution rates.
- We have introduced Access EarlyPay through our payroll system as a mobile app that lets users draw down a proportion of their salary. You can withdraw at any point, 24/7 with just a few taps on your mobile phone.

Professional Development

- Early finish for teaching staff every Friday afternoon to allow for whole school CPD (Secondaries only) and whole school PPA (Primaries only).
- Comprehensive CPD programmes including departmental and whole school training.
- Trust-wide training events and Staff Conference events to bring all staff across the Trust together to network and share experiences.
- Assessment Only routes and Schools Direct opportunities to take your first step into Teaching.
- Access to 30 Level 2 qualifications through The Skills Network, free of charge to all staff.
- Career Progression and upskilling opportunities across the Trust.
- Access in-house training in to Middle & Senior Leadership courses for future leaders.
- Access to industry leading CPD subscriptions including Optimus Education.

Wellbeing

- Full Time support staff receive 23 days annual leave as standard plus bank holidays, to increase after 5 years of service.
- Each of our academies have received the Gold Kent & Medway Workplace Wellbeing Award in 2021.
- Employee Assistance Programme, 24/7 access to a free counselling service for our employees and their families, for confidential advice and guidance.
- Access to Senior Mental Health First Aiders and a team of established Mental Health First Aiders based at all of our academies.
- Hosts of Medway Council's wellbeing afternoons consisting of use of a health check machine, blood pressure checks, alcohol awareness speakers.
- Flu jabs available for free every autumn for all staff, at their own academy for ease of access.
- Discounted gym membership at Avenue Tennis, Gillingham, on a range of different packages.
- Cycle to Work Scheme.

Facilities

- Discounted hire of the school facilities, halls, fields, and gyms, for all members of staff up to 20%.
- On site catering at our school canteens with a full lunch menu.
- Free car parking at each Trust site.



Hear from staff across the Trust





Ofsted MAT Summary Evaluation

At the end of the last academic year, The Howard Academy Trust was selected by Ofsted to have a Multi Academy Trust Summary Evaluation. The second stage of the process took place in July 2022 and consisted of meetings with Trust Leaders (including senior and middle leaders from all academies), visits to academies not inspected under Stage 1, meetings with Directors and Local Governors. The process conducted was in-depth and focused on the support and impact that The Howard Academy Trust has on its member academies.

The published letter recognised the changes that have been made within the Trust since January 2020 and outlines that “pupils are currently receiving a good education in all schools that have been inspected since joining the Trust. The Trust has maintained the good quality of education or improved the quality of education, so that pupils are receiving a better experience since the school joined the Trust”.

The process conducted by Ofsted explored all aspects of academy and trust life which included governance and delegation, leadership and management, curriculum and quality of education, behaviour and attitudes and safeguarding.

Receiving this Summary Evaluation at the end of the last academic year provided THAT with external validation that we are a “Strong Trust” and that we provide support and challenge to our academies as appropriate.

“The trust has maintained the good quality of education or improved the quality of education, so that pupils are receiving a better experience since the school joined the trust.”

“Executive leaders gain a clear understanding of the trust’s strengths and weaknesses through their improvement and quality assurance activities.”

Job Description

Job Title:	Assistant Director of Education
Location:	Working across various academies
Department:	THAT Education Team
Remuneration:	L31-L34 (£92,597 - £99,660)
Reporting to:	Director of Education

Core Purpose and Scope

The Assistant Director of Education forms part of the THAT Education Team, which is led by the Director of Education. This role requires you to provide support and challenge to schools, to accelerate improvement where needed and drive performance in line with THAT strategic objectives. You will ensure that your schools achieve high standards of academic performance, particularly for pupils who are vulnerable, disadvantaged and have a special educational need and that there are excellent standards of curriculum and teaching.

THAT Vision & Values

The THAT Vision statement is “working together to create a community of successful learners”. As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- A proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the THAT whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

All staff within our organisation play a key role in the education of pupils across our academies which is our first concern. This role will be accountable and responsible for achieving the highest possible outcomes and standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the students in the school.

Personal and Professional Conduct

The post holder should conduct themselves professionally at all times, treating pupils and staff with mutual respect, regardless of personal beliefs, in accordance with Trust policies and practices.

Key responsibilities:

- Lead with impact as a member of our wider education team.
- Provide effective leadership and line management for a team of Heads of School, as directed by the Director of Education. Specific line management will vary according to trust need and may change.
- Support and challenge academy leaders to be effective in all aspects of their work.
- Analyse academy performance, diagnose issues, broker support, monitor impact and build outstanding leadership capacity within allocated academies.
- Create and implement strategies which facilitate purposeful professional collaboration.
- Ensure that academy development and improvement plans are ambitious, sharp and focused on key priorities and that monitoring, and evaluation of the plans regularly takes place. All plans must be costed with timely action and development plans for schools to drive improvement.
- Hold leaders to account for the delivery of their school improvement plans within allocated academies.
- Support the effective implementation of THAT Academy Review process across allocated academies to ensure that the Director of Education, Chief Executive and Directors have an accurate representation of educational risk within the organisation.
- Work with school leaders and the wider education team to ensure all pupils can access an ambitious curriculum and excellent education that meets their needs, especially disadvantaged and SEND pupils.
- Play a role in developing trust wide strategies for the THAT Education offer.
- Working for and with the Director of Education in developing productive local partnerships that support the Trust portfolio strategy.
- Assist with producing reports for the Director of Education, Chief Executive and Directors on performance of Trust academies.
- Contribute, through collaboration, to trust wide strategies and prioritise their implementation.
- Under the direction of the Director of Education drive rapid improvement in standards of academic performance, attendance, curriculum, teaching and assessment in Trust academies.
- Build external networks and partnerships, forging links with other schools, local authorities, councils and in the local community and adding significant value.
- Embed our operating model, processes and expectations to ensure consistency across your allocated academies.
- Maintain an excellent understanding of current educational issues, research and legislation to ensure the trust is kept at the forefront of national agendas.
- As the need arises, to take on Head of School responsibilities or other responsibilities as required.
- Represent the Trust at Academy Council meetings ensuring that the Trust effectively engages stakeholders on the ground to enable this to feed into Trust strategy.
- Contribute/present at meetings as directed for example Trust Leaders Meetings, Trust Senior Leaders Meetings, ensuring they support collaboration, strategic and operational priorities
- Under the direction of the Director of Education ensure that the education network provides timely support to one another to address critical issues as need arises.
- Ensure exemplary standards of safeguarding in all linked academies.
- Develop a holistic understanding of the needs of schools and work with the wider education team in providing bespoke and effective support to enable rapid, continuous improvement.
- Any other duties as directed by the Director of Education or Chief Executive.

Strategic Responsibilities

This role will also include a number of strategic responsibilities that the post holder will lead across the Trust. This will include:

- Formalise an agreed approach to summative assessment within primary and secondary academies to provide Executive Leaders with an accurate overview of academy performance in relation to standards
- Lead on the THAT Assessment policy for formative and summative assessment ensuring that each academies approach accurately identifies gaps in knowledge which is used by teachers and leaders to inform future planning and teaching
- Lead on the Trust approach to Safeguarding acting as the Trust Designated Safeguarding Lead.
- Quality assure Safeguarding records within all academies using the THAT CPOMS toolkit to ensure that CPOMS records are stored in a consistent, accurate and timely manner providing feedback to DSLs and Heads of Schools regularly.
- Chair the THAT Safeguarding Leads forum to ensuring that a consistent approach to Safeguarding practice takes place across the Trust. Meet regularly with DSLs to discuss and reflect on current Safeguarding practices within the Trust.
- Lead on the THAT approach to attendance within our academies including regularly reviewing attendance information within Academy Review workbooks, ensuring robust systems and follow up takes place to ensure that attendance for particular groups continues to show a demonstrable improvement.
- Lead on educational compliance checks across trust in order to ensure that schools and their website comply with relevant legislation and Ofsted expectations.

Management

- This post has direct line management of allocated Heads of School within the Trust.
- This post is part of the THAT Education team which is led by the Director of Education and includes a Trust Improvement Lead.

Additional Duties:

- All staff, with the support, of the academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the children and young people.
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the academy's health and safety at work policy.

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Chief Executive to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Post: Assistant Director of Education

Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • Degree and recognised professional qualifications relevant to the role • A record of recent and relevant continuing professional development 	<ul style="list-style-type: none"> • Leadership or management qualification including NPQH/NPQE
Skills, Abilities and Competencies	
<ul style="list-style-type: none"> • Experience of successful Headship of a school or leadership role within a Trust, Ofsted or Local Authority environment • Extensive knowledge of Safeguarding within education • Comprehensive knowledge of the schools Ofsted Education Inspection Framework • Detailed knowledge of assessment systems and processes within the primary and secondary sector • Proven experience of successfully leading and supporting school improvement priorities/outcomes and understanding of the Education Inspection Framework • Understanding of the statutory educational framework, current educational issues relation to academies and legislation and codes of practice across education • Experience of working with school governance • Strategic planning and review of progress against plans in terms of standards, performance and finance, taking decisive action where necessary 	<ul style="list-style-type: none"> • Substantial experience of a successful Improvement Officer Role • Ofsted Inspection experience in a Team or Lead capacity
Behavioural Competencies	
<ul style="list-style-type: none"> • A strong team player • Strong leadership skills • Adaptable and flexible • Action-orientated and outcomes focused • Excellent and adaptable communication skills 	

Personal Qualities

- Ability to articulate the Trust vision and priorities to a range of audiences
- Advocacy, facilitation and negotiation skills
- Reliable and trustworthy
- Calm under pressure
- Self-motivated
- Emotionally intelligent and perceptive
- Ability to develop a high profile and be a strong visible presence for the Trust
- Ability to influence and pursue challenging and rigorous questions
- Excellent interpersonal skills with the sensitivity to work well in a range of situations