



Swale
ACADEMIES
TRUST

**Secondary School
Improvement Executive
Central Support Services
Information**

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Welcome

Letter from Suzanne Dickinson, Director of Secondary

Dear Applicant,

Thank you for your interest in the role of School Improvement Executive in Swale Academies Trust. Swale Academies Trust is one of the leading multi-academy trusts in the South East, We currently have 9 secondary schools and 10 primary schools in Kent, East Sussex and South East London. Our Trust was created in 2010 and, since then, we have established an incredibly strong track record in school improvement.

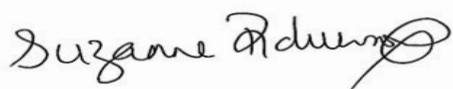
Central to our success is our ability to provide and grow excellent leaders. We are looking for an inspirational leader to join our Secondary Executive team. You will need to possess the drive, tenacity and talent to transform children's life chances in some of the most challenging educational contexts in the region. You will also need to be able to demonstrate the experience, gravitas and grit needed to be able to develop the leadership of others to achieve this success. We passionately believe in fostering a culture of "earned autonomy" for our school leaders, believing that this is the way to develop creativity, ownership, and personal and collective excellence. We are a highly collaborative organisation, and thrive on the sharing of best practice at every level for the benefit of all. We are keen to recruit a highly accomplished executive leader who can demonstrate evidence of sustained personal impact in a challenging setting, and who can evidence the ability to support, challenge and empower others with transformational results.

Our salary package, continued professional development and additional benefits are some of the best in the sector. We invest in our staff at every level in terms of our ongoing professional development, and we work closely with a number of external partners including LLSE, Ambition Institute, Kent Teaching School Hub, Step Ahead, and Thames Gateway. We are also developing partnerships with the Chartered College of Teaching, the Education Endowment Foundation, The National College, SSAT and the Teacher Development Trust.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check. As a Trust committed to the principle of equal opportunities we aim to ensure that staff recruitment is fair and open regardless of age, social class, disability, religion, ethnic origin, or sexual orientation within the context of a detailed person specification.

If you are ambitious for yourself and others, and are excited about the challenge and opportunity to work across a thriving multi-academy trust in East Sussex and Kent, we look forward to receiving your application.

Yours faithfully,



Suzanne Dickinson
Director of Secondary

Job Description

Job Title: Secondary School Improvement Executive
Reports to: The Director of Secondary
Responsible for: Secondary Headteachers and being a member of the Secondary Executive Team

Overall Purpose of the Post

- Be a lead school improvement executive for the Trust's secondary schools as part of the Secondary Executive Team to ensure the highest quality of education in each school, leading to excellent outcomes and progress
- Provide high level strategic leadership and management across aspects of the Trust's activities as agreed with the Director of Secondary
- Report to the Director of Secondary, the CEO and, as appropriate and necessary, provide support and guidance to the Board of Directors
- Secure the long-term success of the Trust secondaries by maximising potential through utilising the skills and resources available across the family of schools
- Build leadership capacity in every school

Main Duties & Responsibilities

Leadership

- To be a strategic leader for Secondary Education across the Trust
- To deputise for the Director of Secondary when required
- To be a lead professional in the secondary schools' improvement process, ensuring consistent implementation and focus on building capacity for schools to develop their autonomy
- To provide proactive support at a Trust level when new secondary schools apply to join the Trust
- To translate strategic objectives into operational plans for the secondary schools
- To think innovatively, based on educational research, about how resources can best be deployed to ensure effective staff development, leading to highly successful schools
- To provide enthusiastic, innovative and consistent leadership throughout the organisation
- To provide advice, challenge and support to Governors and Headteachers on behalf of the Director of Secondary and the CEO
- To work positively and effectively with Headteachers and their school communities, recognising their individual contexts and ensuring the best possible outcomes for pupils
- To develop the reputation of Trust secondaries, locally, regionally and nationally
- To take responsibility for the delivery of identified projects across the whole Trust as determined with the Director of Secondary

Job Description

Educational Provision and Standards

- To support the overall effectiveness of Trust secondary schools to ensure they raise standards and improve outcomes for all pupils, regardless of race, religion, sexual orientation, gender, disability, economic background or special educational needs. Within this, to ensure that all schools are at least Good according to the Ofsted framework.
- To support the delivery of excellent teaching and learning throughout all Trust secondaries through the promotion of high professional standards and evaluation of teaching quality and pupil achievement.
- To keep up to date on key Government, national and other initiatives on teaching and learning and support schools in developing their practices accordingly
- To ensure that the secondary curriculum in place is fit for purpose, and where necessary, work with Headteachers to further develop the curriculum so that it leads to highly effective learning and assessment practice
- To work with the secondary Executive Heads and Headteachers to ensure School Strategic Plans, SEFs and Ofsted Action Plans are accurate and effective
- To identify areas of strength within the sector, disseminate good practice and to coordinate support for identified schools
- To work with leaders to ensure exemplary standards of pupil behaviour is evident across all Trust secondaries, supported by first class pastoral care and an extensive personal development programme
- To support high quality Continued Professional Learning
- To support secondary Headteachers in enabling them to develop and maintain a culture within their schools, where pupils feel safe and confident, adhering to Safeguarding and Health and Safety guidelines
- To provide informative, succinct up-to-date reports on school effectiveness including written reports following school reviews

Finance, Personnel and Resources:

- To have oversight of the financial performance of schools to ensure that each school lives within its means
- To ensure that all resources are organised, managed and deployed to provide the best outcomes for pupils
- To assist in the recruitment of a committed, effective and diverse workforce that understand their roles and which enables and promotes high quality learning
- To ensure the further development of positive solutions to achieving diversity, dignity, equality and equity in all aspects of service delivery and engagement with the broader community.

Succession Planning

- To work with schools to build leadership capacity
- To work with the Director of Secondary to identify potential leaders as part of a Trust Succession Planning Strategy

Other

- To promote the safeguarding of children - ensuring that all secondaries comply with safer recruitment procedures and that SCRs are maintained correctly
- To act as a contact for senior staff when advice is needed regarding a safeguarding issue
- To act as an ambassador for the Trust within respective communities and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
- To work closely with the the Directors of Secondary and Primary, and the CEO, to ensure an alignment of core principles and expectations of leadership across the Trust
- To promote and facilitate partnership working within and beyond the secondary schools through the identification and deployment of staff between Trust schools
- To support educational due diligence on any Secondaries considering joining the Trust.
- To undertake any tasks reasonably requested by the Director of Secondary, the CEO, or the Board of Directors.

Person Specification

Qualifications and Training	Essential/ Desirable
Qualified Teacher Status	E
Educated to degree level, with evidence of Continuing Professional Learning	E
NPQH or other relevant qualifications	D
Relevant postgraduate qualifications	D
Historic or current LLE or NLE status	D
Further relevant professional studies	D
Experience	
Experience of successful senior leadership and management at Headteacher and Executive Headteacher level	E
Proven experience of effective senior leadership in more than one secondary setting	E
Evidence of supporting successful school improvement	E
Experience of monitoring and improving the quality of teaching and learning	E
Experience of 1:1 development support in a leadership context and of supporting teachers and support staff in teaching and learning	E
Successful experience of developing and sustaining productive relationships and partnerships with a range of stakeholders	E
Successful experience of leading and managing change, innovation and achieving high performance	E
A proven track record of building effective teams and managing the performance of staff	E
Experience of working effectively with Governing Bodies, Executive Boards and a Trust Board to develop and realise vision and strategic direction	E
Successful experience of promoting inclusion, equality and diversity	E
Experience of reviewing, developing and implementing curriculum strategy leading to excellent outcomes.	E
Experience of successful support and impact of underperforming staff	E
Experience of leading or managing within a complex / multi-site organisation	D
Experience of managing HR processes, budgets and resources effectively and in accordance with the scheme of delegation	D
Knowledge	
Up-to-date knowledge and understanding of education and school systems including those associated with leading and managing schools within a MAT	E
A thorough knowledge of the National Curriculum and Ofsted frameworks and a strong grasp of contemporary educational issues	E
The knowledge and understanding necessary for the provision of an inclusive education that meets the needs of all pupils	E
Knowledge of key strategies for raising pupils' achievement and further developing and improving effective teaching and learning	E
A deep understanding of what makes an exceptional and ambitious secondary curriculum, relevant education theory which underpins this and how to put this into practice	E

Person Specification

Skills	Essential/ Desirable
Effective collaborative skills - ability to build and draw on the strengths of others to generate outstanding results	E
Highly skilled at evaluating a school and understanding what is required to generate improvement, with a proven aptitude for coaching and supporting leaders	E
Ability to analyse issues, make informed judgments and take appropriate actions and accept responsibility for results	E
Excellent written, oral and listening skills	E
Ability to use initiative, prioritise, meet deadlines	E
Resilience, with an ability to deliver a complex and demanding workload	E
Excellent project management and organisational skills	E
Results orientated, analytical approach	E
Ability to appreciate issues of confidentiality	E
Ability to demonstrate understanding of equal opportunities	E
Personal Competencies and Qualities	
High degree of emotional intelligence	E
Good interpersonal and relationship management skills, including being able to influence, negotiate and deal with conflict	E
Ability to maintain a positive and professional demeanour	E
Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders	E
A flexible approach to working hours	E
Safeguarding And Promoting The Welfare Of Children And Young People	
Have current knowledge of recent national and local safeguarding and child protection developments	E
Understand safeguarding as the responsibility of everyone; ensuring that the principles of safeguarding underpin all school policies and practice	E
The post-holder will be required to work across all Trust secondary schools. There will also be an element of home working. The post-holder will be required to work occasional evenings and must be able to travel efficiently and independently to wherever is needed.	



Overview

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading multi-academy trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to liz.bruce@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust may complete an Online Check of any candidates as part of the Shortlisting Process.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

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 procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>



Working for Swale Academies Trust

Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Pension Scheme – with a generous employer contribution
- Employee Referral Recruitment Incentive
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Christmas Closure
- Cycle to Work scheme

Finding Us

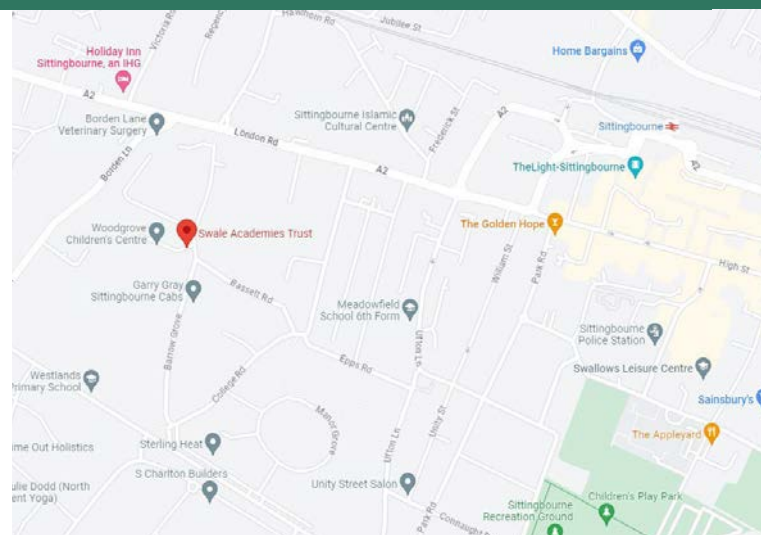
Swale Academies Trust

Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989
recruitment@swale.at

Closest Train Station: Sittingbourne Station
Approx. 15 minute walk

Closest bus stops:
The Coniston (from Sittingbourne/Sheppey) - X3, 334
The King's Head (from Medway/A249) - X3, 329





Swale ACADEMIES TRUST

