

JOB DESCRIPTION DIRECTOR OF SECONDARY

Job Title: Director of Secondary

Reporting to: This post holder reports to the CEO

Role Purpose:

- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role;
- To provide vision and leadership to improve the quality of education for all secondary pupils, notably by developing leadership, improving teaching and improving academic standards and pupil wellbeing.
- To promote a community of learners with purpose and passion while modelling the of Turner Schools "Walk The Turner Talk" values in all aspects of the role.

Responsibilities:

- Lead by example, holding and articulating clear values and moral purpose in alignment with the Trust's vision, focusing on providing an excellent education for all pupils.
- Line manage principals where appropriate and be accountable for the quality of development and support for staff across agreed academies.
- Lead on the formulation, implementation and on-going evaluation of the Secondary School Development Plans.
- Lead on quality assurance and reviews for all schools that they are responsible for. Broker additional support from the trust to address urgent or deep seated issues.
- Ensure that the schools they lead are financially well managed and provide provision that meets the needs of the pupils and aligns with the trust's approach to curriculum led financial planning.
- Lead on liaising with and developing excellent local governance for each school they are accountable for.
- Lead Secondary Improvement Team meetings. Demand ambitious standards for all leaders, instilling a strong sense of accountability in staff for the impact of their work on pupil outcomes.
- Build positive relationships with all members of the school community, showing positive attitudes to them and helping to develop their impact on school improvement and personal well-being.
- Lead, motivate, support, challenge and develop teachers and leaders to secure and sustain continuous school improvement.
- Secure excellent teaching and learning in agreed settings across the Trust through application of an understanding of how pupils learn best.
- Evaluate the standard of curriculum and teaching and learning and distil this information to shape faculty CPD opportunities.
- Keep up-to-date with developments in education and ensure that leaders and teaching staff in the schools have access to advice and training appropriate to their needs through an ongoing programme of continuous professional development.
- Share best practice within and between schools.
- Identify emerging talents, coaching current and aspiring leaders in a climate where excellence is the standard, leading to clear succession planning

- Verbally report to the Executive Board every term and provide a formal written report to the CEO each seasonal term.
- Act as an ambassador for the trust in local and regional forums to seek partners to enhance provision for the children in the trust.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- To be a key part of the life of the school community, to support both the values, vision and ethos of school and the Trust, and encourage students to follow this example.

Person Specification

Qualifications

- Qualified Teacher Status
- Degree
- Evidence of commitment to continuous professional development
- NPQH
- NPQESL preferable

Leadership Skills: the ability to lead and manage staff and pupils to work towards common goals

- Secure commitment to the Trust's vision
- Hold and articulate clear values and moral purpose, focused on providing an excellent education for the pupils served
- Demonstrate optimistic personal behaviour, positive relationships and attributes towards pupils and staff, and towards parents, governors and members of the local community
- Lead by example – with integrity, creativity, resilience and clarity – drawing on their own scholarship, expertise and skills, and that of those around them
- Build upon current performance, by supporting and developing team-working across the whole school community
- Initiate and manage change and improvement in pursuit of higher standards and strategic objectives
- Prioritise, plan and organise their own work and direct and coordinate and provide professional direction to the work of others
- Monitor performance to ensure high standards and the development of professional practice among staff, with evidence of objective assessment of the work of staff
- contribute to maintaining a structured environment where pupils and staff can thrive, setting standards and providing a role model for pupils and other staff
- Manage and motivate staff to achieve the highest standards of practice.
- Proven track record of leading a secondary school over time with experience of supporting schools beyond one's own.

Competence and Expertise to:

- Command credibility and respect through expertise, experience and commitment to professional development
- Make informed use of inspection, benchmarking and research findings, and apply good practice from other sectors and organisations

Communication and Problem Solving Skills

- Think creatively and imaginatively to anticipate and solve problems, and identify opportunities for the school
- Seek advice and support where necessary
- Demonstrate reasoned judgement in difficult circumstances
- Communicate and influence effectively with, and secure the cooperation of, a wide range of people
- Contribute to creating a culture of effective communication across the Trust
- Chair meetings effectively

Personal Effectiveness

- Self-motivation and a strong positive impact on people.
- Work under pressure and to deadlines
- Continue to demonstrate effective performance against their job description under pressure
- Achieve challenging professional goals
- Take responsibility for their own professional development
- Create a strong, positive personal impact, conveying authority, confidence and warmth
- Demonstrate adaptability to changing circumstances and new ideas
- Demonstrate courage, vigour, pragmatism and perseverance
- Demonstrate enthusiasm for and commitment to the role, along with reliability and absolute integrity

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Principal or the Senior Leadership Team to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Turner Expectations

Turner staff will 'Walk the Turner Talk'. They will:

- **Speak and act with care:** Always show compassion and respect for children.
- **Act boldly:** Be ambitious for yourself and the children and young people we serve.
- **Learn from adversity:** Be evaluative, thoughtful and reflective.
- **Challenge convention:** Be curious, welcome difference and unfamiliar thinking.
- **Connect with others:** Support colleagues, parents and pupils to make a great team.
- **Use your voice:** Offer different views and ask questions.
- **Do what it takes:** Be relentless in pursuing the best for children.
- **Ask for support:** Be open and honest when plans go awry.
- **Don't give up:** Be calm, resilient and measured when managing challenges.

Acceptance:

I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....