

Fortis Trust – Job Description

POST TITLE

Director of Educational Excellence and Improvement

RESPONSIBLE TO

1. The Chief Executive Officer (CEO)

PURPOSE OF JOB

The Director of Educational Excellence and Improvement provides strategic leadership across the Trust to secure consistently high educational standards, strong leadership, and sustained improvement across all academies and provisions. The role acts as the Trust's strategic lead for educational standards and the quality of teaching and learning, driving the implementation of the Fortis Framework for Excellent Practice and the Quality Assurance Framework to ensure high-quality, inclusive education for all learners.

As a key member of the Executive Team, the post holder works collaboratively with senior leaders to set ambitious standards, evaluate impact, and agree clear priorities for improvement. The role adds capacity to the Trust by recognising and celebrating strengths, and supporting leaders to deliver the best possible outcomes for children and young people. The Director of Educational Excellence and Improvement deputises for the CEO as required.

1. KEY STRATEGIC RESPONSIBILITIES

- Set and promote the Trust's vision, values, and high expectations for education, teaching, and learning.
- Lead Trust-wide improvement by driving the Fortis Framework for Excellent Practice, the Quality Assurance Framework, and robust self-evaluation.
- Challenge, support, and develop Principals and senior leaders through the Excellence Team, QA meetings, coaching, and subject networks.
- Ensure improvement planning, policies, and practice reflect the distinct context and communities of each academy.
- Deputise for the CEO as required, in line with Trust priorities.

2. DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed below are indicative of the tasks the Director of Educational Excellence and Improvement will perform, and are not intended to be an exhaustive list. The post holder will be expected to take on additional responsibilities appropriate to the role as they arise.

3. SYSTEM LEADERSHIP AND IMPROVEMENT

- 3.1 Contribute to, and monitor delivery of, the Trust's Strategic Improvement & Development Plan
- 3.2 Oversee the Outreach Team and school-to-school support and work with external improvement partners to promote system-led improvement.

- 3.3 Maintain a robust strategic improvement and evaluation cycle.
- 3.4 Seek and implement innovative ideas for improvement
- 3.5 Work with the Director of Safeguarding to deliver education programmes promoting safety and wellbeing.
- 3.6 Ensure organisational structures support continuous improvement, equality, diversity, and inclusion.

4. EDUCATIONAL STANDARDS & IMPROVEMENT

- 4.1 Set and uphold the highest educational standards, ensuring consistently excellent teaching and learning across all academies and provisions.
- 4.2 Lead school improvement initiatives, monitor outcomes, and drive data-informed strategies.
- 4.3 Hold regular Quality Assurance meetings with Principals to support the improvement aims and provide constructive challenge when needed.
- 4.4 Establish and oversee subject development networks and professional development programmes.
- 4.5 Support Ofsted readiness, act as Ofsted Nominee, when required.
- 4.6 Co-lead the PTI Primary Hub with the CEO.

5. STRATEGIC LEADERSHIP & CEO-DEPUTISING

- 5.1 Acting as the CEO's deputy when required, taking strategic and operational decisions aligned with Trust vision and priorities.
- 5.2 Leading the Executive Team and maintaining continuity of Trust operations in the CEO's absence.
- 5.3 Representing the CEO and Trust with Trustees, regulators, external partners, and stakeholders.
- 5.4 Ensuring all Trust domains: education, workforce, finance, governance, compliance, continue to operate to a high standard when deputising.
- 5.5 Holding delegated authority to oversee Trust performance, risk, and statutory compliance during periods of CEO absence.

6. GOVERNANCE COMPLAINTS AND STAKEHOLDER ENGAGEMENT

- 6.1 Report to Trustees on educational standards, progress, and improvement impact.

- 6.2 Build strong relationships with parents, Local Authorities, sector partners, and external agencies.
- 6.3 Ensure compliance with safeguarding, statutory duties, financial, and operational requirements.
- 6.4 Promote the Trust's reputation locally, regionally, and nationally.

7. PEOPLE AND TALENT DEVELOPMENT

- 7.1 Foster a culture of excellence, acting as a mentor, and coach for senior leaders as needed.
- 7.2 Drive professional development, succession planning, and leadership growth.
- 7.3 Enable all staff to perform at the highest standard through supporting distributed leadership and team development.
- 7.4 Promote staff wellbeing and sustainable workload practices while fostering inclusive, distributed leadership across the Trust.
- 7.5 Recognise and nurture leadership in staff, students, and stakeholders.
- 7.6 Monitor talent through CPD, recruitment, and performance management.

8 FORTIS QUALITY ASSURANCE FRAMEWORK

The Director is jointly responsible with the CEO for the development, implementation, and review of the Trust's Quality Assurance Framework, which covers the following domains:

Domain	Key Thematic Areas
High Quality & Inclusive Education	Curriculum Model & Intent, Assessment, Pathways & Enrichment, Pedagogy, Attainment, Attendance, Transition, Character, Behaviour, Pastoral Support, Citizenship, Careers
School Improvement	Continuous Improvement, Academy/Provision Self-Assessment, Performance Strategy, System-led Improvement
Workforce	Work Culture, Wellbeing, Professional Growth, Line Management, Behaviour, Collaboration, Outreach, Equality, Diversity, Inclusion
Finance & Operations	Resource Management, Financial Strategy, Capital Strategy, Sustainability, Risk Management
Governance and Leadership	Ethical Leadership, Strategic Direction, Accountability, Stakeholder Engagement

In the CEO's absence, the Director is authorised and empowered to oversee all domains, ensuring strategic, operational, and compliance standards are maintained.

8. QUALITIES AND KNOWLEDGE

- 8.1 Embody the principles of the Fortis Framework for Excellent Practice.
- 8.2 Lead with values, moral purpose, and professional integrity.
- 8.3 Exhibit deep educational knowledge and leadership experience.
- 8.4 Model innovation, continuous improvement, and strategic decision-making.
- 8.5 Build strong relationships and act with care.
- 8.6 Stay informed on educational developments and translate national policy into Trust practice.
- 8.7 Maintain expertise in assessment, reporting, and academic data management.

9. COMMUNICATION AND CONSULTATION

- 9.1 Communicate the Trust's mission, aims, values, and policies clearly.
- 9.2 Hold Leaders and Principals accountable for excellence, supporting effective improvement and development across academies and provisions.
- 9.3 Lead training, briefings, and events as required.
- 9.4 Represent the CEO externally when deputising, ensuring consistent messaging with Trust priorities.

10. RELATIONSHIPS & SUPERVISION

- 10.1 Strategically lead, review and support Leadership Teams across the Trust.
- 10.2 Build and maintain positive relationships with staff, students, parents, governors/trustees, and external agencies.
- 10.3 Participate in performance management and appraisal processes.
- 10.4 Promote equal opportunities and implement the Trust's equality and diversity policies.

11. TRAINING

- 11.1 Maintain up-to-date knowledge and skills relevant to the role.
- 11.2 Complete mandatory safeguarding and statutory training.
- 11.3 Pursue professional development and engage in regional and national networks.
- 11.4 Undertake training to prepare for Ofsted inspections and act as Team Leader for performance management as required.

12. SAFEGUARDING AND COMPLIANCE

- 12.1 Uphold the Trust's commitment to safeguarding and promoting the welfare of children and young people.
- 12.2 Carry out all tasks with due regard to health and safety requirements.
- 12.3 Maintain up-to-date safeguarding knowledge and adhere strictly to Trust procedures.

13. FINANCE

- 13.1 Manage allocated budgets effectively.
- 13.2 Support curriculum-led financial planning and optimise use of budgets and resources across the Trust.

14. OTHER RESPONSIBILITIES

- 14.1 Fulfil duties in line with the School Teachers' Pay & Conditions Document and Teacher Standards.
- 14.2 Support the CEO and carry out any other reasonable duties as designated.

15. NEGOTIATED RESPONSIBILITIES

- 15.1 Liaise with the CEO to develop and agree on areas of responsibility.

Notes:

This job description may be amended at any time in consultation with the post holder.

Next Review: **September 2028**

Post Holder's name: _____

Post Holder's signature: _____

Date: _____