



GREENSHAW
LEARNING TRUST

**Assistant Director
(Secondary)
Recruitment Pack**

**ALWAYS
LEARNING**

Assistant Director (Secondary)

Two posts available 1 day per week (0.2FTE)

One post available at 1 day per fortnight (0.1FTE)

This is a fixed term contract to cover a period of adoption leave.

This is a fantastic and rare opportunity for senior members of GLT staff to gain experience of working alongside the Trust Senior Leadership team, delivering on Trust-wide strategies, providing leadership to GLT secondary schools Headteachers and staff, and working with the support and challenge of the Director of Secondary Education.

Line Managed by: Director of Secondary Education

Salary: Salary £105,000 per annum pro rata. (post holders will receive a pro-rata amount for the Assistant Director role (0.2FTE / 0.1 FTE) and salaries for existing roles will also be pro - rata accordingly (0.8FTE /0.9FTE)

Start and end date: This is a fixed term arrangement to cover a period of adoption leave. The arrangement will commence one week before the Assistant Director commences adoption leave and the arrangement will cease one week after the Assistant Director returns from adoption leave.

Start and end dates will be confirmed and may be subject to change, therefore, post holders will need to be willing to be flexible.

In order to apply for this role, you must have the support and agreement of your Governing Body to be released from your school as per the terms outlined above. You will also need to have confidence in the capacity of your school senior leadership team to lead the school whilst you are undertaking the Assistant Director role.

Main purpose of the role:

The Assistant Director of Secondary Education will work collaboratively as a member of the Trust Senior Leadership Team to:

- Contribute to the development of, and ensure the delivery of, the strategy agreed by the Board of Trustees.
- Ensure that the vision and values of the Trust are espoused in all aspects of their work, fostering a growth mindset in themselves and others.
- Support the Director of Secondary Education to ensure that Headteacher(s) of GLT secondary schools receive appropriate guidance and advice regarding teaching and learning and school improvement, and coordinate the provision of such support, guidance and advice. Seek opportunities for and promote and coordinate school-to-school collaboration.

- Line manage and performance manage GLT Headteacher(s) as directed by the Director of Secondary Education, visiting the schools on a regular basis, monitoring and evaluating performance and providing formal reports to the Director.
- Work collaboratively with Headteacher(s) of GLT secondary schools to identify areas for development and ensure they have an effective plan for school improvement.
- Engage any relevant shared service staff and draw on their experience and expertise to support school improvement and the performance management of Headteachers.
- Maintain and promote the integrity of the Trust and seek and develop opportunities for the development of a consistent Trust-wide approach to teaching and school improvement.
- Ensure that the services and resources of the Trust are developed and deployed, within the Trust and outside, cost effectively and in accordance with the appropriate policies and procedures agreed by the Board of Trustees.
- Support the Director to report to the Board of Trustees on the operation of and the performance of GLT secondary school(s).
- Support the Director to provide relevant and timely information and advice to the Board on the challenges to, opportunities for and good practice regarding school improvement.
- Support the Director to work across the whole Trust, maintaining a trust-wide focus for secondary phase education, including curriculum, assessment, behaviour, other pedagogical aspects of school development and to promote inter-region collaboration in the secondary education phase.
- Support the Director of Education through significant change projects if required.
- Undertake any tasks reasonably requested by the Director of Secondary Education, CEO or Board of Trustees.

Person specification – Assistant Director

Essential Criteria	
Experience: On their statement of suitability, candidates will demonstrate that they have the following experience:	
	<ul style="list-style-type: none"> ● Demonstrable successful career experience as a Headteacher ● Significant experience of raising standards with measurable outcomes and clear evidence of a positive personal contribution to the development of a successful school, and/or local authority or academy trust ● Experience of delivering effective innovations in curriculum and pedagogy ● Experience of managing budgets, people and resources effectively and in accordance with a scheme of delegation ● Experience of designing, tracking, monitoring, evaluation and reporting on systems capable of bringing outstanding outcomes ● Experience of coaching, mentoring, directing and challenging senior members of staff
Ability, Skills and Knowledge: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills, and knowledge:	
	<ul style="list-style-type: none"> ● The ability to champion strategic priorities and deliver change through a growth mindset ● Highly skilled at evaluating a school and understanding what is required to generate improvement, with a proven aptitude for coaching and supporting leaders ● A detailed knowledge of assessment and the use of data to monitor and raise standards ● Practical and successful experience of performance evaluation and management ● Understanding of the relationship between financial and human resources and educational outcomes ● Extensive knowledge of developments in curriculum, pedagogy and technologies and an ability to discern what is of practical value ● Ability to appreciate issues of confidentiality ● Knowledge and understanding of people, governance, budget management and financial systems ● Knowledge and awareness of relevant education sector policies ● Knowledge of legal issues relating to managing a school including Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights, Employment, Health and Safety legislation and Data Protection

Personal Qualities: In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:	
	<ul style="list-style-type: none"> ● A deep commitment to the vision and aims of the Trust ● A strong team player with good interpersonal skills and the ability to work effectively as part of a growing organisation ● High degree of emotional intelligence ● Good interpersonal and relationship management skills including being able to influence, negotiate and deal with conflict ● Ability to maintain a positive and professional demeanour ● Ability to confidently explain ideas, concepts, deliver presentations and training to a range of stakeholders
Additional requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:	
	<ul style="list-style-type: none"> ● A commitment to improving the life chances of young people and be motivated by a desire to provide high standards of service delivery ● Ability to demonstrate understanding of equal opportunities ● Commitment to support the Trust's agenda for safeguarding ● Willingness to attend evening meetings ● Ability to travel to all GLT sites ● A flexible approach to working hours

Application Process

To apply, please contact the Director of Education in the first instance for an informal conversation. Then please provide a personal statement of suitability of no more than 2 sides of A4. In the statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application and name two senior members of staff who are willing to provide references to support your application.

The completed application form and your personal statement should be returned to Justine Appleby, HR Systems Manager via email – jappleby@greenshawlearningtrust.co.uk

Applications must be received no later than midday on **19 April 2021**. Applications received after this date and time will not be included.

