

Job Description

Role	Director of Education
Reports To	CEO and Board of Trustees
Location	Across the Trust
Working Pattern	Part Time - 2 days per week
Contract Type	Permanent and Term Time
Salary	FTE Salary: £99,839.88 Pro-rata Salary: Leadership Pay Scale 26 (In line with the Trust's Pay Policy under the STPCD) NSCT Health Cash Plan + Generous Pension
Annual Leave	Holiday year runs from 1 st September – 31 st August. Annual leave entitlements are calculated in your salary. No additional paid leave is provided and leave is taken during school closures.

Job Purpose

The Director of Education provides strategic, Trust-wide leadership to secure continuous improvement in educational standards, leadership capacity and sustainable growth across all primary and secondary academies within the Trust.

Reporting to the Chief Executive Officer, the postholder is responsible for shaping and delivering the Trust's educational strategy, ensuring consistently high standards of teaching, learning and pupil outcomes. The role provides executive oversight of academy improvement, professional challenge and support to Headteachers, and assurance to the Trust Board on performance, quality and compliance.

The Director of Education will undertake any additional responsibilities appropriate to the scope and seniority of the role, as directed by the Chief Executive Officer and the Board of Trustees. This may include deployment into alternative strategic roles such as interim Headteacher, project lead or other similar Trust-wide responsibilities. The postholder is expected to comply with any reasonable request from the Trust to carry out work of a similar strategic level and responsibility not explicitly detailed within this job description. Following consultation, this job description may be amended to reflect organisational changes or strategic priorities, commensurate with the level of responsibility and remuneration of the role.

The postholder is required to adhere to relevant professional standards, statutory requirements and governance expectations applicable to executive leadership within a multi-academy trust. This includes maintaining accountability for educational standards, leadership effectiveness, safeguarding, financial probity (as it relates to educational strategy) and the professional conduct, performance and development of leaders and staff across the Trust.

Key Responsibilities

Academy improvement and standards:

- Lead the strategic oversight of Trust-wide improvement across all primary and secondary academies, ensuring consistency and excellence across phases.

- Provide strategic advice, guidance and challenge to Headteachers and senior leaders to support Trust-wide objectives.
- Drive excellence in curriculum design, teaching, learning and pupil outcomes, ensuring that all children make outstanding progress and that achievement gaps are closed.
- Ensure effective use of data, evidence-informed practice and quality assurance processes to monitor performance, identify areas for development and implement targeted interventions.
- Support academies in meeting statutory and inspection requirements by providing strategic guidance to ensure readiness for Ofsted and compliance with all relevant regulations.
- Champion high expectations, inclusion, and safeguarding across the Trust, ensuring all policies and practices promote equity, wellbeing and a safe learning environment.

Executive leadership and talent development:

- Contribute to the development and delivery of the Trust's overall strategic plan, translating vision into measurable outcomes across all academies.
- Attend and advise the Trust Board as required on standards and performance, providing clear, evidence-based reporting and strategic recommendations.
- Build leadership capacity across the Trust, including succession planning, talent development and mentoring of senior leaders to ensure a strong leadership pipeline.
- Foster a culture of collaboration, accountability and continuous improvement, promoting innovative approaches to teaching, learning and operational management.

Commercial growth and partnerships:

- Play a leading role in strengthening the Trust's external profile and influence, raising the visibility and reputation of the Trust locally, regionally and nationally.
- Build partnerships with schools, local authorities, education providers and wider stakeholders to share best practice, influence educational policy and enhance opportunities for pupils.
- Lead on securing strategic growth opportunities, collaborations and sustainable expansion across the Trust, ensuring that all growth aligns with the Trust's vision and capacity.
- Ensure Trust improvement strategies are financially sustainable, deliver value for money and maximise resources to improve educational outcomes.

AI and strategic innovation:

- Develop and implement a Trust-wide AI strategy that enhances teaching, operational efficiency and data-driven decision-making.
- Ensure ethical, safe and effective use of emerging technologies, aligned with data protection, safeguarding and professional standards.
- Support leaders and staff to build confidence and capability in the use of AI, providing training, guidance and resources for effective adoption.
- Keep the Trust at the forefront of educational innovation and digital transformation, identifying opportunities for research, collaboration and cutting-edge practice.

Trust-wide Professional Responsibilities

NSCT's ethos

- Support the Trust's overarching objectives and uphold its ethos, vision and values.
- Represent the Trust with professionalism, serving as a positive ambassador within the community.

- Foster and maintain positive professional relationships with colleagues, parents/carers, stakeholders and the local community.
- Engage staff, pupils, parents/carers and stakeholders in Trust-wide initiatives, campaigns and events.
- Work collaboratively as a team to achieve the Trust's strategic goals and objectives.

Professional development and collaboration

- Participate in professional development activities and performance reviews, demonstrating a commitment to continual growth and excellence.
- Collaborate with colleagues across the Trust to share best practices and drive continuous improvement.
- Embrace new practices, technologies and strategies to meet the evolving needs of the Trust.
- Contribute to internal evaluations and work with senior leadership to achieve professional growth.

Safeguarding and well-being

- Promote and uphold a culture where the safeguarding and welfare of children and young people is everyone's responsibility, regardless of role or location.
- Comply with all statutory and organisational safeguarding policies, including Keeping Children Safe in Education (KCSiE) and the Trust's safeguarding policy
- Report any safeguarding concerns or disclosures promptly and appropriately, in line with Trust protocols.
- Support the creation and maintenance of safe environments, physical and emotional, whether working directly with children or in supporting roles.
- Participate in mandatory safeguarding training and ensure your knowledge remains current and in line with your role's requirements.
- Promote inclusiveness, mental health awareness and well-being across your area of work, recognising their impact on the overall safety and success of pupils and staff.

Professional conduct and institutional compliance

- Adhere to all Trust and academy policies and procedures, ensuring alignment with organisational standards and expectations.
- Comply with health and safety regulations to maintain a safe, supportive environment for pupils, staff and visitors.
- Foster a culture of diversity, inclusion and equal opportunity, ensuring all practices are free from discrimination and harassment.
- Uphold British Values and meet the requirements of the Prevent Duty, in line with statutory guidance.
- Support the Trust's strategic priorities through your everyday work and professional conduct.
- Engage with internal and external audits, inspections and reviews to drive continuous improvement and ensure compliance with statutory and Trust-wide requirements.
- Demonstrate professionalism in conduct and appearance, serving as a positive role model.
- Strengthen relationships with the wider community to support the Trust and academy's objectives.
- Participate in outreach programmes that connect the Trust with local stakeholders and encourage collaboration.

Acknowledgment and Agreement

By signing below, you acknowledge that you have read and understood the job description, including the roles, responsibilities and expectations outlined. You agree to perform these duties to the best of your ability and in accordance with the Trust's policies and procedures.

Employee Name:	Employee Signature:	Date:
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Job Specification

Qualifications (or equivalent qualification)	Essential	Desirable
Bachelor's Degree in any subject	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Qualified Teacher Status (QTS)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Postgraduate or professional qualification in educational leadership (e.g. NPQH, MA/MEd in Education Leadership)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Evidence of continuous professional development in senior leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professional Experience	Essential	Desirable
Significant senior leadership experience within a school, academy or multi-academy trust setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience leading school or academy improvement, raising standards and accelerating progress across multiple sites	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience leading curriculum development and implementing evidence-informed teaching strategies across a Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strategic planning and execution of whole-school and Trust-wide initiatives and policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience managing, mentoring and developing senior leaders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable success in operational management, including safeguarding, compliance and risk assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience in financial planning and resource allocation to support Trust priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills and Knowledge	Essential	Desirable
Deep and strategic understanding of UK education policy, statutory frameworks and Ofsted inspection requirements, with the ability to translate them into Trust-wide improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Expertise in developing and implementing evidence-based strategies to raise attainment and accelerate progress for all pupils, including disadvantaged learners	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly developed ability to analyse complex data, identify underachievement and gaps, and design and monitor effective improvement strategies across the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exceptional leadership and team management skills, including the ability to inspire, motivate and develop leaders and staff at all levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Comprehensive knowledge of safeguarding, child protection, health & safety and legal compliance requirements, with the ability to ensure Trust-wide adherence	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong financial acumen, including understanding of budget management and strategic allocation of resources to support priorities and improvement across the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Develop and articulate a clear, ambitious vision for the Trust and implement strategic plans to achieve it	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to cultivate a fully inclusive, equitable and positive culture across the Trust that promotes high expectations and wellbeing for pupils, staff and leaders	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficiency in digital tools, data systems and IT platforms to support operational leadership, strategic decision-making and data-informed Trust improvement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong awareness of current educational research, innovative pedagogy and school improvement practices, and the ability to embed them across the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of online safety best practice and responsible use of digital tools for both staff and pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of GDPR and data protection regulations within the educational context	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes	Essential	Desirable
Communicate with authority, professionalism, respect and influence across pupils, staff, governors, parents and the wider community	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lead collaboratively and constructively, inspiring colleagues and creating a positive, high-expectation Trust culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Manage and resolve complex challenges and conflicts calmly, decisively and with fairness	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain approachable, resilient and solution-focused under pressure, modelling exemplary leadership behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prioritise the safety, wellbeing and development of pupils and staff as a fundamental leadership responsibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Take initiative, act strategically and respond proactively to the needs of the Trust community	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate exceptional professionalism, reliability and commitment to the responsibilities of senior leadership	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage multiple priorities and high-stakes deadlines effectively, demonstrating strategic time management	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exhibit strong organisational skills with accuracy, attention to detail and the ability to delegate effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exercise discretion, maintain confidentiality and act with integrity in all strategic and operational decisions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uphold and model the highest ethical standards, promoting trust and accountability across the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Align with Trust values, act as a visible role model and lead by example in all aspects of Trust life	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Champion diversity, equity and inclusion, embedding these principles across the Tryst culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reflect critically on personal leadership, embrace professional development and foster innovation and creativity across the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate political and contextual awareness, understanding local and national education landscape and its impact on the Trust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Build strong networks and partnerships to enhance opportunities for pupils, staff and the wider community	<input checked="" type="checkbox"/>	<input type="checkbox"/>