

Job Profile: Director of Primary Education



Salary scale:	Competitive
Working hours:	Full-time
Academy/department:	Central Trust
Nature of contract:	Permanent / Full-time
Responsible to:	CEO

Job purpose:

A senior executive leader with Trust-wide accountability for the quality, consistency and effectiveness of primary education across Abbey Multi Academy Trust.

To be responsible for ensuring all primary academies deliver excellent, inclusive and inspiring education, securing strong outcomes for all pupils and consistently high standards of teaching, curriculum and leadership.

To line manage primary headteachers, leading primary school improvement and quality assurance, taking ownership of primary-phase educational risk.

To work closely with the CEO, to ensure strong alignment between performance data, safeguarding assurance and Trust priorities; contributing to Trust strategy, growth and leadership development.

To work collaboratively with other senior executive leaders, ensuring that the Trust benefits from shared improvement strategies, consistent expectations and strong educational governance, while allowing each primary school to retain its own identity and context.

Job specific responsibilities:

1. Standards, Quality and Outcomes (Primary Phase)

- Secure high and improving standards of attainment and progress across all primary academies
- Lead Trust-wide primary school improvement strategy, ensuring rapid intervention where performance is below expectation and ensure strategies deployed are demonstrably impactful
- Use data and evidence to diagnose issues, prioritise actions and monitor impact
- Provide intensive support or operational leadership to individual schools where required

2. Curriculum, Teaching, Assessment and Pedagogy (Primary Phase)

- Ensure a broad, balanced, ambitious and coherent curriculum entitlement
- Lead primary-phase approaches to curriculum design, progression, assessment and pedagogical practice
- Champion evidence-informed teaching, research-engaged practice and high-quality assessment
- Quality-assure standards of work, teaching practice and classroom experience
- Develop, implement and review relevant Trust policies

3. Quality Assurance, Review and Inspection Readiness

- Design and lead robust and consistent quality assurance systems across the primary phase
- Prepare and support schools for Ofsted and SIAMs inspections, ensuring accurate self-evaluation and readiness
- Conduct Trust primary reviews and ensure follow-up actions are implemented and evaluated

- Provide clear, evidence-based evaluation reports to the CEO and trustees highlighting strengths, risks and areas for improvement.

4. Leadership, Line Management and Professional Challenge

- Utilise and embed the principles of motivating performance across the primary phase, ensuring consistency in application
- Line manage primary headteachers; provide strong and consistent professional challenge, coaching and support
- Hold leaders to account for the quality of provision, safeguarding, staff performance and pupil outcomes.
- Support leadership development and succession planning.

5. Safeguarding, Inclusion and Compliance (Educational Leadership)

- Provide assurance on safeguarding practice from an educational leadership perspective.
- Work closely with the Director of Inclusion to ensure inclusive practice is effective and consistent.
- Ensure statutory and regulatory expectations are fully met within the primary phase.

6. Trust-wide Strategy, Risk and Governance

- Contribute to the development and delivery of the Trust's strategic plan and annual improvement priorities.
- Work with the CEO to identify, manage and mitigate educational risk at both phase and Trust level.
- Ensure primary-phase risks are escalated appropriately and aligned with Trust risk appetite.
- Provide high-quality professional advice to the CEO and trustees on primary education matters.
- Support trustees and governance structures through accurate reporting, challenge and assurance.

7. Professional Development, Talent and Workforce

- Lead and coordinate Trust-wide primary CPD, networks and professional learning activity.
- Ensure CPD is aligned to Trust priorities, school improvement planning as well as individual need
- Promote a culture of continuous improvement, coaching and evidence-based practice.
- Support recruitment, induction, retention and development of high-quality primary staff.
- Identify and nurture leadership talent within the Trust to support succession planning.

8. System Leadership and Collaboration

- Contribute to Trust-wide education strategy alongside the Director of Secondary Education.
- Maintain effective relationships with the DfE, Regional Director, Local Authority, Diocese and other stakeholders.
- Support Trust growth, including due diligence and integration of new primary schools.
- Act as an outward-facing ambassador for the Trust within the primary education system.

9. Trust-wide Operational and Organisational Leadership

- Contribute to Trust-wide operational effectiveness by working closely with central teams (e.g. operations, HR, finance and estates) to ensure that primary academies are well-run, compliant and able to prioritise high-quality education.
- Act as the executive link between primary headteachers and Trust operational functions, ensuring that operational issues which materially affect educational delivery (e.g. staffing capacity, timetable viability, behaviour systems, attendance, safeguarding arrangements) are identified early and addressed effectively.
- Support the CEO and central team in aligning educational priorities with operational planning, including workforce deployment, leadership structures, curriculum delivery models and use of resources across primary academies.

- Provide professional input into Trust-wide workforce and succession planning, particularly for senior leadership and specialist primary roles, ensuring leadership capacity and continuity across the primary phase.
- Contribute to Trust discussions on financial sustainability and value for money from an educational perspective, including staffing models, curriculum efficiency and deployment of specialist provision across primary schools.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:

Aptitudes, qualities and values:	Essential	Desirable
Credible and influential primary educational leader with the professional authority to challenge and support primary headteachers.	✓	
Strategic thinker able to translate Trust vision, strategy and improvement priorities into clear, achievable action.	✓	
Strong judgement and professional integrity, particularly when dealing with safeguarding, standards or performance concerns.	✓	
Ability to hold leaders to account while sustaining positive, trusting professional relationships.	✓	
Resilient, organised and able to manage competing priorities across multiple schools.	✓	
Ability to contribute constructively to executive-level discussions and Trust-wide decision-making.	✓	
Values collaboration, evidence-informed practice and continuous improvement.	✓	
Deeply committed to the Christian vision and values of Abbey Multi Academy Trust, modelling them consistently in leadership practice and decision-making	✓	
Experience of contributing beyond a single school to wider system or Trust initiatives.		✓
Experience of leading cultural or pedagogical change across more than one setting.		✓
Confidence representing the Trust externally in professional forums.		✓
Qualifications, knowledge, skills and experience:	Essential	Desirable
Relevant degree and GCSE in maths and English	✓	
Qualified Teacher Status (QTS)	✓	
Evidence of sustained professional development related to leadership and school improvement.	✓	
National Professional Qualification for Executive Leadership (NPQEL) or equivalent.	✓	
Additional qualifications or training related to school improvement, coaching or system leadership.	✓	
Successful experience as a primary headteacher, executive headteacher or senior Trust-level leader.	✓	
Proven track record of improving standards, leadership capacity and quality of education in primary schools.	✓	
Experience of providing professional challenge and support to senior leaders.	✓	
Strong knowledge of primary curriculum design, pedagogy and assessment.	✓	
Detailed understanding of Ofsted and SIAMs inspection frameworks and accountability arrangements.	✓	
Experience of preparing schools for inspection and supporting post-inspection improvement.	✓	

Experience of using data and evidence to evaluate performance and drive improvement.	✓	
Experience of working with governance structures, including trustees or local governing bodies.	✓	
Experience of working across more than one school or at Trust level.		✓
Experience of contributing to Trust-wide strategy or improvement planning		✓
Understanding of how operational factors (e.g. workforce capacity, attendance, behaviour, resourcing) impact educational quality.		✓
Experience of supporting Trust growth or due diligence activity.		✓
Experience working within a Church of England or faith-based Trust context.		✓
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	
Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

